

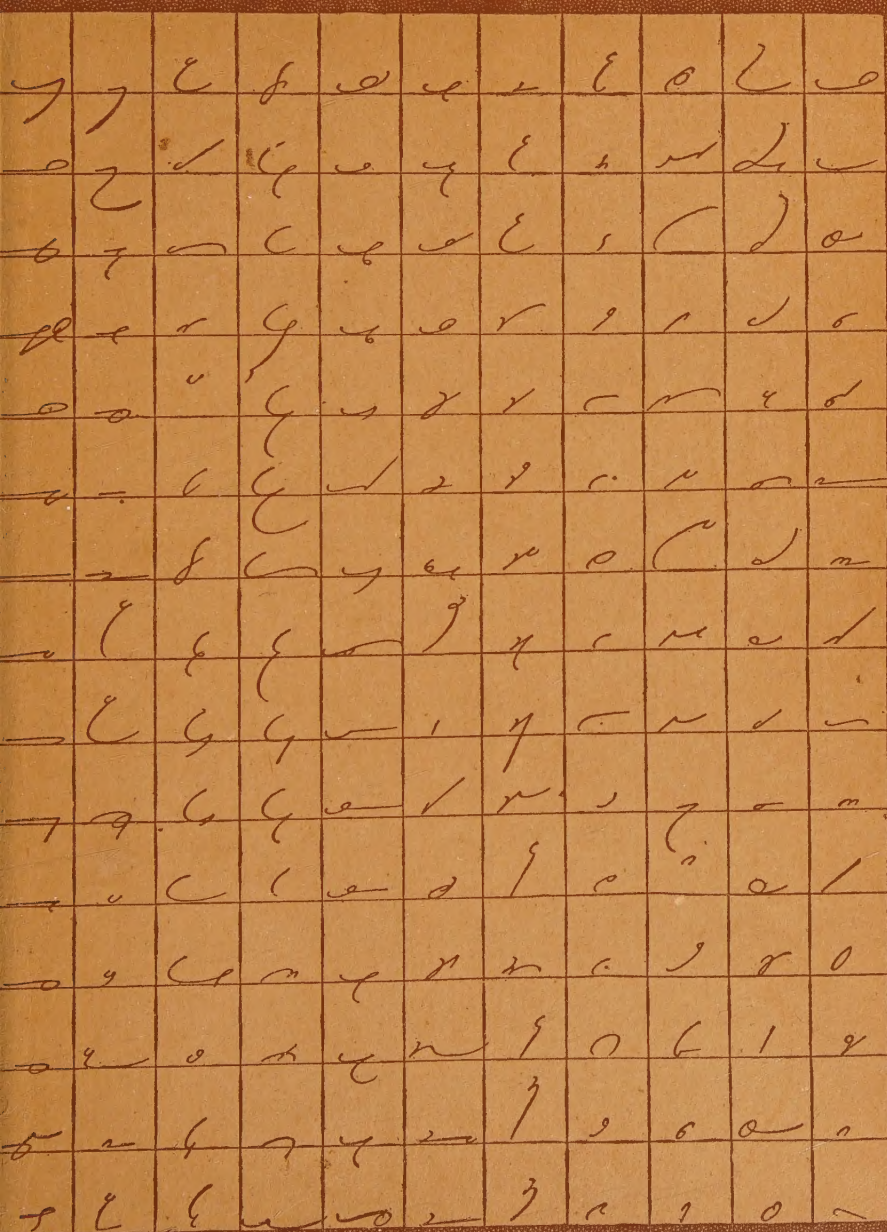
GREGG SHORTHAND



ANNIVERSARY EDITION

CHARTS OF BRIEF FORMS

.	9	e	t	s	d	l	9	1	a	s
e	o	e	t	l	p	r	m	2	2	1
f	.	.	e	t	r	e	r	.	.	.
a	a	o	o	b	a	g	/	e	1	i
s	e	r	e	t	a	r	e	b	e	2
a	e	e	t	e	r	l	2	e	1	i
o	a	e	t	a	r	e	2	e	o	o
o	e	t	e	r	e	t	e	t	e	o
5	-	e	2	2	t	e	d	a	r	e
9	-	e	-	2	-	2	-	2	-	2
9	-	e	o	2	/	2	i	-	-	e
2	-	f	o	2	o	e	r	e	1	e
a	a	b	a	2	2	2	1	2	2	-
a	-	e	-	e	r	2	1	-	1	-



Verona Thornhill,

1425 York St.,

San Francisco,

Calif.

GREGG SHORTHAND

A LIGHT-LINE
PHONOGRAPHY
for the MILLION

By
JOHN ROBERT GREGG

Anniversary Edition

THE GREGG PUBLISHING COMPANY

NEW YORK

CHICAGO

BOSTON

SAN FRANCISCO

TORONTO

LONDON

Copyright, 1893, By John R. Gregg
Copyright, 1901, By John R. Gregg
Copyright, 1916, 1929, By The Gregg Publishing Company

*Copyrighted in the United States of America
Great Britain and Ireland, France
Germany, Italy and Spain*

H a-F-100

PRINTED IN THE UNITED STATES OF AMERICA

P R E F A C E

Anyone who examines the Shorthand textbooks of the last three centuries will be impressed with the fact that they have reflected the uses to which shorthand was put at the time the books were written.

The pedagogy of shorthand has changed as radically as the content of the textbooks. Up to the time Gregg Shorthand was introduced, the conventional pedagogy was to teach the theory of a system as a whole before attempting to apply the theory in the actual writing of connected matter. While the system would undoubtedly have made its way into public favor by its own inherent strength, we believe that its success and progress throughout the world have been hastened enormously by the teachability of its textbooks.

In keeping with the progress in business and in education, the Gregg Manual was revised in 1893, 1901, and 1916, this latter edition being the one used at present. Each revision marked a step forward in simplifying and popularizing the study of shorthand. Each revision has placed increasing emphasis upon the desirability of teaching shorthand as a *skill subject* from the beginning and throughout the entire course. This method enables the teacher to direct the maximum of effort toward the training of the student in actual facility in writing and the minimum of effort to expositions of rules and principles.

When it became known that a revision of the Manual was in preparation, hundreds of protests were received from teachers. Many of them declared emphatically that the 1916 edition was entirely adequate. A great many said that they

"love it" (this expression occurs again and again in their letters) and that they "know it by heart." The sentiments expressed are thoroughly appreciated, and all these good friends are assured that it will still be possible to obtain the 1916 edition as long as there is any demand for it.

In this new edition no changes have been made in the *basic principles of the system*. Long experience in the classroom, in the office, in general and court reporting, and the results of speed contests of the National Shorthand Reporters' Association have proved conclusively that changes in the basic principles of Gregg Shorthand are neither necessary nor desirable.

Much has been learned in the last few years concerning the basic content of the vocabulary in common use. The scientific data now available have made it possible to arrange the principles and practice content of the Manual so that the efforts of teacher and student may be more economically and profitably directed, and the development of a writing vocabulary rendered more rapid.

One of the first steps in planning the Anniversary Edition, therefore, was an exhaustive analysis of the words contained in the Horn* and the Harvard† studies of the comparative frequency of words. As one example of what this analysis showed, it was found that the learning of the twenty most common words in our language was spread through seven lessons in the 1916 Manual. In the Anniversary Edition these twenty words are presented in the first chapter. Moreover, the matter presented in this chapter gives the student a writing power that will enable him to write 42 per cent of the running words in non-technical English, as well as many hundreds of other words.

* "Basic Writing Vocabulary," Ernest Horn, Ph.D., University of Iowa Monograph in Education.

† "Harvard Studies in Education," Volume IV.

In this edition three devices have been used to hasten the building of a useful vocabulary and to assist the teacher in using the correct method of developing a skill subject:

1. The short words of high frequency are introduced in the first chapter in the order of their frequency, even though this means that in a few instances they are given in advance of the principles that govern their writing.

2. Some of the principles have been developed earlier than they were in the old text. Examples of this are: the letter *s* has been introduced in the second chapter and included with the other downward characters; some of the rules for expressing *r* have been introduced in the third chapter; the frequently recurring prefixes and suffixes have been introduced in the order of frequency.

3. Analogy, one of the most helpful of teaching devices, has been employed to a greater extent than it was in the 1916 Manual. Examples: the useful *ted-ded*, *men-mem* blends are presented in Chapter I, after the student has learned *t, d, n, m*, the letters of which the blends are composed; the *ses* blend is taught along with the *s* in Chapter II.

Other salient features of the Anniversary Edition may be described as follows:

1. In order that the student may be impressed at the outset with the importance of phrase writing and have a longer period in which to acquire the habit of joining words, many of the phrasing principles have been moved forward to Chapters I and II.

2. The rules have been simplified and stated more clearly, and minor changes have been made in a few outlines for the purpose of facilitating rapid and accurate transcription.

3. The principles are presented in twelve chapters, instead of the twenty lessons in the 1916 Manual. Each of these

chapters has been subdivided into three short teaching units, with a page of graded dictation material written in shorthand at the end of each unit. This short-unit plan encourages immediate practical application of the theory and simplifies the assignment of work by the teacher.

4. The wordsigns (now known as Brief Forms) are distributed equally among the first six chapters, and are introduced in the order of their frequency.

5. The quantity of reading and dictation material has been more than doubled. The scientific distribution of the principles and the introduction of the common words early have so greatly increased writing power that business letters can be introduced as early as the second chapter.

6. The pedagogical value of the Manual is greatly enhanced by the use of larger type and a bolder style of shorthand than was employed in the 1916 edition.

It was the intention of the author to have the Anniversary Edition of the system published last year—the fortieth anniversary of the publication of the system—but, unfortunately, many things contributed to delay its appearance.

In sending forth this book he desires to express his warm appreciation of the many suggestions received from writers, from reporters, and from teachers who are using the system in all parts of the world. In particular, he wishes to record his deep sense of gratitude to Mr. Rupert P. SoRelle and to the executive, managerial, and editorial staffs of The Gregg Publishing Company for the many valuable services they have rendered in the preparation of this edition.

JOHN ROBERT GREGG.

ABOUT GREGG SHORTHAND

History. Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later, a revised and greatly improved edition was published under the title, "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book form*.

To the student or writer of shorthand, there are few more interesting or inspiring stories of success than the story of the career of Gregg Shorthand in the thirty-two years that have elapsed since its publication in book form; but a textbook is not a place for such a story. Today, Gregg Shorthand is the standard system of America. It has been adopted exclusively in the public schools of 6,519 cities and towns—more than ninety-seven per cent of the public schools that teach shorthand. It has superseded the older systems, in the large majority of these cases, by formal action of the Boards of Education after careful investigation of the merit of the system. Its leadership in all other kinds of educational institutions is equally pronounced. This constitutes the highest educational indorsement a shorthand system has ever received.

Wins World Championship Six Times. The history of Gregg Shorthand is a record of public triumphs. In the 1921 World's Championship Contest of the National Shorthand Reporters' Association, Mr. Albert Schneider* won first place, defeated three former champions, and established two world's records. He transcribed the 215-words-a-minute literary dictation with a net speed of 211.2 words a minute; accuracy, 98.32%. On the 200-words-a-minute dictation his accuracy percentage was 98.80; on the 240-words-a-minute dictation, 98.17; on the 280-words-a-minute dictation, 96.84.

In transcribing five five-minute highest speed dictations—175,

*Mr. Schneider is now a member of the official shorthand reporting staff of the Congress of the United States, winning the position in an examination in which thirty-five well-known reporters competed.

200, 215, 240, and 280 words a minute—in the time allotted for the three championship dictations, Mr. Schneider gave one of the most remarkable demonstrations of transcribing ability in the history of the shorthand contests.

Writers of Gregg Shorthand won first, second, and third places in the World's Championship Contest of the National Shorthand Reporters' Association in 1923. Mr. Charles L. Swem,* winner, established a world's record on the 200-words-a-minute dictation, making but two errors; accuracy, 99.79%. On the 240-words-a-minute dictation, his accuracy was 98.49%; on the 280 dictation, 99.36%. Second place was won by Mr. Albert Schneider, a Gregg writer, the 1921 champion. His average accuracy was 98.80%. Third place was won by another Gregg writer, Mr. Martin Dupraw, with an accuracy of 98.76%. *First place in accuracy in every dictation was won by a writer of Gregg Shorthand.*

In the 1924 World's Championship, Mr. Swem was again the victor. Mr. Swem's accuracy on the three dictations was 99.23%.

In the three consecutive years, 1925, 1926, and 1927, the World's Shorthand Championship was won by Mr. Martin J. Dupraw, the greatest shorthand writer the world has yet produced. By winning the championship in 1927, Mr. Dupraw won permanent possession of the World's Shorthand Championship Trophy, first offered in 1909 by the National Shorthand Reporters' Association.

Highest Shorthand Speed Records. The following are the world's highest shorthand speed records—all held by writers of Gregg Shorthand and made in the Championship Contests of the National Shorthand Reporters' Association:

*Governor Woodrow Wilson selected Mr. Swem as his official reporter in his campaign for the Presidency. Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. Mr. Swem began the study of Gregg Shorthand in a night school in September, 1908, when working as an office boy. He was twenty years of age when he received the appointment at the White House. In the 1924 examination for the position of Supreme Court stenographer in the State of New York, Mr. Swem won first place in a field of 150 candidates. Mr. Swem did not accept an appointment at the time, and took the examination in 1928, again winning first place. He is at present an official shorthand reporter in the Supreme Court of New York City.

282	Words a minute (testimony)	
	Charles Lee Swem.....	accuracy 99.29%
260	Words a minute (jury charge)	
	Martin J. Dupraw.....	accuracy 99.69%
220	Words a minute (literary matter)	
	Martin J. Dupraw.....	accuracy 99.81%
	(Held jointly with two others)	
215	Words a minute (literary matter)	
	Albert Schneider.....	accuracy 98.32%
200	Words a minute (literary matter)	
	Charles Lee Swem.....	accuracy 99.0%
	(Tied with one other)	
	Average accuracy.....	99.29%

Gregg Shorthand is the only system that has produced three different writers to win the World Championship in the contests of the National Shorthand Reporters' Association. The contests were discontinued in 1927, and Mr. Dupraw was given permanent possession of the World's Championship Trophy.

Wins New York State Shorthand Championship. In the contest of the New York State Shorthand Reporters' Association, 1924, Mr. Martin J. Dupraw won first place with an accuracy record of 99.5%; Mr. Nathan Behrin, Supreme Court reporter, New York City, second; and Mr. Harvey Forbes, Supreme Court reporter, Buffalo, New York, third. By winning the New York State Shorthand Championship again in 1925, and also in 1926, Mr. Dupraw gained permanent possession of the Bottome Cup, the State championship trophy.

Awarded Medal of Honor at Panama-Pacific Exposition. At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any exposition, and the only award ever granted that was based on the results accomplished by students in a model school conducted under the observation of the International Jury of Awards. Gregg Shorthand also received the highest award, the Medal of Honor at the Sesqui-Centennial Exposition at Philadelphia, in 1926. The thirteenth International

Shorthand Congress, held in Bruxelles, Belgium, in 1927, awarded a *Grand Prix* to the Gregg Publishing Company, and elected the author of Gregg Shorthand as Vice-president of the Congress representing the United States.

Principles of the System. Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following is a synopsis of the leading features of the system:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. <i>No compulsory thickening</i>—may be written either light or heavy. 2. <i>Written on the slope of longhand</i>, thus securing a uniform manual movement. 3. <i>Position-writing abolished</i>—may be written on unruled paper, and in one straight line. 4. <i>Vowels and consonants are joined</i>, and follow each other in their natural order. 5. <i>Angles are rare</i>—curves predominate. | <div style="border-left: 1px solid black; padding-left: 10px;"> As in
ordinary
writing </div> |
|---|---|

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles that govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters that is productive of the best results, and is obtained only by years of persistent, painstaking practice with the older systems.

TO SUM UP

Easy to Learn. Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

Easy to Read. Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers of the system have established the *highest official world's records for accuracy* of transcripts on difficult matter. These records were made in competition with experienced reporters who used the older

systems, and in contests conducted by reporters and teachers who wrote such systems. Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form, all contribute to legibility.

Easy to Write. The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to fluent writing.

Superior in Speed Possibilities. As has already been set forth in greater detail, writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system.

Adapted to Other Languages. The simple and logical writing basis of Gregg Shorthand enables a writer of it to use it in any language with which he is familiar. Special adaptations of the system have been published for Spanish, French, German, Italian, Portuguese, Polish, and Esperanto. Adaptations to other languages are in preparation. The Spanish adaptation of the system is used in more than 300 schools in Spanish-speaking countries, and there is a quarterly magazine devoted to it

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Skill in the use of shorthand is a possession that has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much-prized and valuable accomplishment and a means of mental culture.

Be Thorough. Skill in anything is attained by repetition with interest; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of fluency and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

In your practice, write as rapidly as you can while keeping the hand under complete control; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written*; but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms can be written accurately at a high rate of speed. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the

next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the practical use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word "ready." This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind, so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

Most of this repetition practice should be on the forms as they occur naturally in connected matter. The repetition of isolated forms for more than five times consecutively is not in accord with modern pedagogy. Scientifically graded connected matter has supplanted the isolated form.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

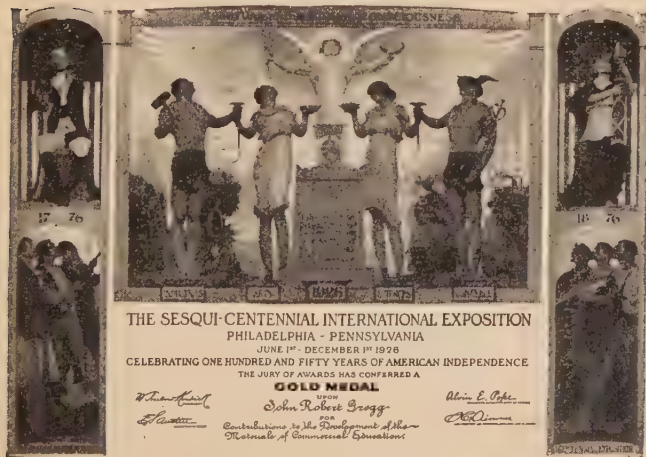
Devote Much Time to Reading Well-Written Shorthand. By reading a great deal of well-written shorthand you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the supplementary dictation material given in "Gregg Speed Studies" and the exercises presented each month in

the Learners' Department of *The Gregg Writer*. These exercises may be used with great advantage from the very first lesson. Each number of *The Gregg Writer* contains many helpful suggestions and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.



Gregg Shorthand received the highest award at the Panama-Pacific International Exposition, and at the Sesqui-Centennial International Exposition.



THE ALPHABET OF GREGG SHORTHAND

CONSONANTS

Written forward:

K G R L N M T D TH



Written downward:

P B F V CH J S SH



H NG NK



VOWELS

ă	○	ĩ	o	ö	u	ũ	∞
ä	○	ẽ	o	aw	u	öö	∞
ā	○	ē	o	ō	u	oo	∞

DIPHTHONGS

Composed of		Composed of					
ū	ē-ōō	as in	<i>unit</i>	oi	aw-ē	as in	<i>oil</i>
ow	ä-ōō	" "	<i>owl</i>	ī	ä-ē	" "	<i>isle</i>

BLENDED CONSONANTS

The consonants are so arranged that two strokes joining with an obtuse or blunt angle may assume the form of a large curve, thus:

ten, den		ent, end		def-v, tive	
tem, dem		emt, emd		jent-d, pent-d	

CHAPTER I

UNIT 1

1. Shorthand is written by *sound*; thus *aim* is written *am* (long sound of *a*), *cat* is written *kat*, *knee* is written *ne*.

CONSONANTS

2. The consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length.

The characters for the consonants in this lesson are derived from an elliptical figure, thus: 

Letters	Signs	Words	Letters	Signs	Words
K		can	T		it, at
G		go, good	D		would
R		are, our, hour	H	.	a, an
L		will, well	Th	{  	the there, their
N		in, not			I
M		am, more			he

3. All these consonants are written *forward* from left to right, *th* and *t* and *d* are struck *upwards* from the line of writing. The *g* given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate *h* is indicated by a dot placed over the vowel. Many frequently recurring

words are represented by simple alphabetic characters. Some of these signs represent two and even three words; for example, the sign for *r* represents *are*, *our*, *hour*. A dot on the line of writing represents the articles *a*, *an*. A dot at the end of a word expresses *ing*. The pronoun *I* is expressed by a large circle; *he*, by a small circle.

The student should practice all these characters until he can write them without the slightest hesitation. The size of the characters given in this manual will be a safe standard to adopt.

4. Phrasing. The joining of simple words is a great help to accuracy and speed in writing shorthand, and its acquirement should not be deferred until the habit of writing common words separately has been formed.

I will  he can  it will  in the 

5. Punctuation, etc. In shorthand the following marks are used:

period paragraph interrogation dash hyphen parenthesis

Capitals and proper names are indicated by two short dashes beneath the word.

6. SENTENCE DRILL






VOWELS

7. In shorthand there are twelve distinct vowel sounds, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the A group and the E group.

Memory aid: $a = o$ $e = o$

THE A GROUP

ă	ä	ā
		
as in mat	as in calm	as in came
		
m ă t	k ä m	k ā m

THE E GROUP

ĭ	ĕ	ē
		
as in kit	as in get	as in need
		
k ĭ t	g ĕ t	n ē d

NOTE: The first sound in the E group of vowels is the short *i*, heard in *din*, and should not be confused with long *i*, heard in *dine*, which will be given later.

8. **Marking Vowels.** The vowels are grouped according to similarity in sound. The large circle expresses three sounds of *a*. The short sound is unmarked, the medium sound is marked with a dot, and the long sound with a short dash, as shown on page 3. This system of marking is used in all vowel groups uniformly.

The dot and dash are occasionally needed to indicate the exact sounds in unfamiliar or isolated words, but otherwise they are seldom used.

PICTURING WRITING MOTION

9. Frequently we shall have to refer to writing motion. The curved characters in this lesson are taken from horizontal ovals, one written with *right* motion, the other with *left*.

Right motion: 

Left motion: 

10. Characters taken from the left-motion oval are called *left motion*, because the rotation is *from left to right*; characters taken from the right-motion oval are called *right motion* for a like reason; thus:

K-G are
right-motion strokes 

R-L are
left-motion strokes 

The terms "left motion" and "right motion" refer to the *rotation* in movement, and not to the *direction*.

HOW CIRCLES ARE JOINED

The following movement drills are intended to develop skill in the joining of circles.

11. Circles Joined to Single Strokes. At the beginning or end of a single curve, the circle is placed *inside* the curve:

eke		ear		array	
egg		ill		airy	
ache		air		alley	
key		ail		hack	
gay		ray		hag	

12. At the beginning or end of a single straight stroke, the circle is written with *right* motion:

aim		tea		ham	
ate		day		heat	
add		may		head	
eat		me		heed	
hid		eddy		hate	

13. READING AND DICTATION PRACTICE

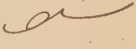
. P i s r e e b e,
 o i o u, n o i o x
 i b e l . u i e r e
 u n u i, o u;
 o o n - . u o i d
 e b r n, o n - .
 P e u b e r i,
 o e; o n, u -
 n, r P o i b e .
 b - e - e - o, e
 u i, r n, o n, - .
 u o e l . u . n o
 u b i u - x - .
 u e n, e n - .
 u, r n e l e r . u

UNIT 2

14. **Circles Between Strokes.** Where an angle, or a point, is formed at the junction of consonants, the circle goes outside the angle:

kick		make		rain	
cake		met		rim	
get		maid		tale	
gate		team		rainy	
calm		rear		dream	

15. Where straight strokes and curves join without an angle, or where two similar curves join without an angle, the circle is placed inside the curve:

writ		raid		dig	
rid		ticket		tag	
red		tack		taken	
read		take		rattle	
rate		deck		riddle	

16. Some vowels are so obscure or neutral that they are omitted when they do not contribute to speed or legibility. For example, the *e* in the words *taken* and *maker* is absolutely useless,

and is omitted. Any vowel which does not contribute to the legibility of an outline may be omitted if its omission gives a more facile outline.

17. Between straight strokes in the same direction the circle is written with *right* motion:

deed



dad



mean



main



18. Between opposite curves the circle is turned back on the first curve:

wreck



rag



lake



kill



CONSONANT COMBINATIONS

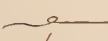
19. **Kr and Gl Combinations.** *K* and *r*, and *g* and *l*, are equal curves and are made a little flatter than usual when joined, thus:

kr



gl



cream  eagle  glen 

crane  glee  glare 

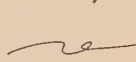
creed  glean  acre 

crate  gleam  maker 

20. Gr and Kl Combinations. Where curves of unequal length join without an angle, as in the following, note how a distinction in length is positively shown.

The movement in writing *gr* is similar to that in writing *y* in longhand; *kl* to that in writing *h*, thus:

 = gr  = kl

gray		green		eager	
grain		greet		clay	
greed		grim		clan	

21. Rk and Lk Combinations. Since *r* and *k* are of equal length, the curves are somewhat flatter, as with *kr* and *gl*. *Lk* is very infrequent.

ark	dark	mark	milk
			

22. The Signs for Th. The sign for *t* is curved to express *th*, thus:  or 

tick	thick	hat	hath
			
rat	wrath	met	myth
			

BRIEF FORMS FOR COMMON WORDS

23. A comparatively small number of frequently recurring words make up a large part of the English language. As an illustration, ten words—*the, of, and, to, a, in, that, it, is, I*—form one-fourth of the entire written and spoken language.

The forms for these frequent words are based on a very common method of abbreviation in longhand writing. For example, *amt.* is written for *amount*; *Rev.* for *reverend*; *gym.* for *gymnasium*; *ans.* for *answer*; *math.* for *mathematics*, and so on. By taking advantage of this method of abbreviation, brief and easily remembered shorthand forms are obtained for the most common words in the language.

of (o)	and, end (nd)	them (thm)
that (tha)	to, too, two (too)	is, his (s)
was (os)	be, by, but (b)	great (gr)
they* (the)	you, your (oo)	with (ith)
this (ths)	than, then (thn)	without (iht)

* In some phrases *they* is written the same as *the*, as in *they will*.

NOTE: Refer to alphabet facing page I for explanation of characters.

24. BUSINESS ABBREVIATIONS

Mr., market	Yours truly,	Dear Sir: desire
		

25. READING AND DICTATION PRACTICE

in i e t r
 n z x. pe io
 p l e e f s o
 r e d p e i e
 b r e i n i o n
 h s l o b i r
 b o i p r n r d
 i e o o n r l o l
 c. i b o s r i r
 l o r r b o x d
 b o s l o b o r e s
 - r e e e b o
 h n e b t
 o b o b o y
 i e e i x d

UNIT 3

BLENDED CONSONANTS

26. By blending *d* and *t* into one long stroke the syllables *ted*, *ded*, *det* are expressed:

added		rated		today	
hated		needed		treated	

NOTE: The combination *det* usually occurs at the beginning of words, as in *detect*, *detach*, while *ted* or *ded* usually occurs at the end of a word.

27. By blending *m* and *n* into one long stroke the syllables *men*, *mem* are expressed. In addition to *men*, *mem* this blend represents similar sounds, such as *min* in *minute*, *mun* in *money*:

men		mimic	
many		memory	
month		remain	
money		emanate	
meant		mental	
mend		mineral	
minute		minimum	

28. FREQUENT-WORD DRILL

eight	ā t		man	m ā n	
had	h ā d		make	m ā k	
him	h ĩ m		tin	t ĩ n	
add	ă d		tan	t ā n	
aid	ā d		cat	k ā t	
tea	t ē		kid	k ĩ d	
day	d ā		get	g ě t	
me	m ē		take	t ā k	
may	m ā		came	k ā m	
net	n ě t		her	h ě r	
need	n ē d		here	h ē r	
met	m ě t		air	ā r	
meet	m ē t		head	h ě d	
made	m ā d		read	r ē d	
mean	m ē n		ready	r ě d ĩ	

led	l ě d		cream	k r ē m	
rate	r ā t		clean	k l ē n	
late	l ā t		milk	m ĩ l k	
laid	l ā d		lack	l ă k	
mill	m ĩ l		leg	l ě g	
tree	t r ē		attack	ă t ă k	
train	t r ā n		headache	h ě d ā k	

29. BRIEF FORMS FOR COMMON WORDS

did, date		when		into	
other		any		come	
all		could		like	
were		what		little	
where, aware		truth		those	
my		time		country	

NOTE: *W* is omitted in the word *were*, and *wh* in *where*, *when*, *what*; *other* is expressed by ŭth—see alphabet; *all*, by *aw* placed on its side; *time*, by the *tem* blend; *into*, by blending *in* and *to*. For convenience, the long *i* in *my* is expressed by a large circle.

GENERAL PHRASING PRINCIPLES

30. The following suggestions will be helpful to an understanding of the general principles of phrasing:

1. Short and common words only should be joined, as *of the, in the*, etc.
2. The words should make good sense if standing alone, as *it will be*.
3. Pronouns generally are joined to the words they precede, as *I can, you are, you can, I would*.
4. A qualifying word is usually joined to the word it qualifies, as *good man*.
5. The words *to, of, in, with, and* generally are joined to the word following, as *to the, of which, in that, with that, and will*.
6. Words that do not make an easily written, distinctive joining should not be phrased.

31. **Phrase Drill.** The simple phrases given in the drill below are of very high frequency and will serve as models for other phrases:

of the		and the		will be	
to the		that the		of you	
it is		by the		it was	
I am		you can		he was	
to you		at the		is the	

32. READING AND DICTATION PRACTICE

u n e n g r - o
 j - p . o . o - o
 f p . o - o - o
 e i . - o - x
 (. p . o . o - o x
 u e : e e e
 p . e (r r -
 o - o . o i o i o
 g . r - o - e - o
 (i o o n n n x
 p . g r e - o . o
 p . o - o - o - o
 (e o r - o - o
 - o - o - o - o
 (. p - o - o - o x

33. WRITING PRACTICE

1. You will need a keen memory when you go to the market today.
2. When you take the grain to the mill you can get your money.
3. Many of our men will go to the train in the rain to greet the team.
4. I am not any more eager to be in debt to you than you are.
5. I am ready to go the limit in getting you the money you need.
6. He had a great desire to read, but he had little time and his reading was limited.
7. I am not willing to go by train, but you can make me a minimum rate by air and rail.
8. The data you need will be ready by the middle of the month.
9. The mill was then making a good metal tag at the rate of eighty a minute.
10. In his dream he was being attacked in the dark by an enemy.

Dear Sir: I am eager to eliminate without any more delay the error made in the minimum grain rate to Erie. I can meet you at Erie any day you desire. My time is limited and I cannot be there more than a day. It would be well to get all the data in hand by the time you are ready to go. I will meet you any day you can be there. Yours truly,

CHAPTER II

UNIT 4

THE DOWNWARD CHARACTERS

34. The characters for the consonants in this chapter are derived from another elliptical figure: 

<i>Letters</i>	P	B	F	V	CH	J	SH	S
<i>Signs</i>	(	(	)	)	/	/	,	, or)
<i>Words</i>	put	be by but	for	have	which change		shall ship	is his

Left motion: P B S

(((

Right motion: F V S

)) ,

35. All these characters are written downward. *Ch* is named *chay*, and *sh* is named *ish*. The signs for *sh* and *s* are very small. As *s* is one of the most frequent sounds in the language, two signs are provided for it to facilitate joining in various combinations. The following memory aids will be useful:



CONSONANT COMBINATIONS

36. Many of the consonants follow each other consecutively; for example, *r* and *l* frequently follow *p*, *b*, as in *play*, *brave*. As skill in writing such combinations is essential to speed and accuracy, the following movement drills should be practiced until fluency is secured.

37. **Pr and Pl.** In writing *pr* and *pl*, start to the left:

pr pl 

pray		play		pledge	
prayer		plate		wrapper	
prim		plea		pepper	
preach		plead		apple	

38. **Br and Bl.** In writing *br* and *bl*, start down, thus:

br bl 

brain		breach		blame	
braid		bridge		bled	
braided		brief		blade	
brim		brave		blare	

39. Fr and Fl. In writing the combinations *fr* and *fl*, the angle is rounded to give fluency. The motion is just the same as in writing a part of the longhand *y*:



fr

= 

fl

= 

fray



fresh



flame



frail



flee



flap



fret



fleet



flash



40 FREQUENT-WORD DRILL

if



frame



page



half



flat



able



age



play



break



each



plan



cash



she



paper



range



fear



reach



happy



feel



back



black



felt



check



trip



free



live



happen



fair	<i>2</i>	bear	<i>6</i>	help	<i>h</i>
affair	<i>2</i>	bread	<i>6</i>	labor	<i>l</i>
fail	<i>2</i>	shape	<i>6</i>	pretty	<i>pr</i>
chief	<i>9</i>	leave	<i>9</i>	even	<i>9</i>

41. BRIEF FORMS FOR COMMON WORDS

one, won	<i>2</i>	from, form	<i>2</i>	never	<i>2</i>
after	<i>9</i>	been, bound	<i>9</i>	should	<i>9</i>
people	<i>6</i>	very	<i>2</i>	over*	<i>... 9</i>
about	<i>6</i>	before	<i>9</i>	ever	<i>9</i>
most	<i>—</i>	much	<i>—</i>	every	<i>9</i>

*The sign for the prefix *over* written above a following character is used to express the word *over*.

42. As a prefix, *after* is expressed by *af*. In compounds, *every* is expressed by *ev*.

43. The word *been* following *have*, *has*, *had* is phrased and is expressed by *b*:

have been *b* has been *b* had been *b*

44. BUSINESS ABBREVIATIONS

Dear Madam: Very truly yours, Yours very truly,

— *b* *9*

45. READING AND DICTATION PRACTICE

o - " the o o - and
 - - o d - 2 o , y
 n - b r 2 . o 6 o
 e - - 9 d 6 - 7 s
 2 n h (2 y f - r
 f - - 1 f - b r e
 t : 9 . 2 7 . 6 o o o
 - - 1 . 9 - - n 2 b d e
 o - - - . p d 1 d
 - - - - - - x n
 r 2 7 7 - b - 1 . - 2 i
 o 7 y f - 2 o - . e
 9 n 2 - - - d o
 - - p (- - f -
 1 o y . - 2 - i

UNIT 5

THE SIGNS FOR S

46. The signs for *s*, written downward, are taken from a small elliptical figure, thus: 

Memory aid: 

The right-motion *s* is called "right *s*" 

The left-motion *s* is called "left *s*" 

47. In practical writing the sound of *z* is expressed by the sign for *s*, since no confusion arises from using the same character for both sounds in connected writing. We already are accustomed to writing and reading *s* for *z* in English, as in *rays*, *praise*.

It is *seldom* necessary to make a distinction between *s* and *z*, but when it is, a short dash is struck at a right angle to the sign for *s* to show that it has the sound of *z*, thus:

race  raise  gas  gaze 

48. The base of the first consonant of a word rests on the line of writing, but when *s* precedes another consonant, the base of the consonant following the *s* is placed on the line.

49. **Initial and Final S.** 1. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the left *s* is used:

sips 	phrase 	daze 
sables 	slim 	knees 
series 	tease 	mass 

2. In all other cases the right *s* is used:

saves		seeds		sashes	
seeks		snap		sketches	
staff		smash		sages	

A circle placed outside the angle in any of these joinings does not change the motion.

50. FREQUENT-WORD DRILL

sell		spell		salary	
sale		spread		self	
piece		spare		trace	
pass		space		dress	
base		less		class	
busy		slip		crazy	
press		sleep		see	
praise		asleep		say	
place		sales		as	

has		same		steel	
these		sense		steam	
easy		seems		stage	
season		sit		stiff	
affairs		seat		stay	
safe		said		stick	
save		sad		set	
case		niece		sat	
kiss		miss		settle	
guess		days		silk	
gas		dance		needs	
sick		since		ladies	
sake		hence		chance	
scheme		minutes		ages	
seen		step		sketch	
seem		steps		study	

51. S Between Strokes. When a circle vowel immediately precedes *s* between strokes, treat the *s* as belonging to the preceding consonant; if the circle follows the *s*, the *s* should be treated as if it belonged to the following consonant:

cast		mask		least	
guest		grasp		risk	
taste		accede		pressed	
task		chest		raised	
desk		vast		ransack	
mist		visit		mason	

52. The Ses Sign. The *ses* sound as heard in *faces*, *basis*, *races*, *cases*, *census*, etc., is expressed by joining the two *s* signs as a blend:

senses		ceases		basis	
cases		thesis		census	
masses		traces		analysis	

NOTE: In rapid writing, the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare the following:

face		faces		lease		leases	
------	--	-------	--	-------	--	--------	--

53. BRIEF FORMS FOR COMMON WORDS

under*	...	cause, because	↗	work	—
must	—	thorough-ly, three	9	part	6
some	—	think, thing	9	matter	—6
such	7	system, says	5	again	—
first	9	public, publish	{	against	—
business	{	far, favor	9	always	—

* The sign for the prefix *under* written above a following character is used for the word *under*.

54. The suffix *thing* is expressed by a dot in the following words:

anything —. something —. everything .9

55. **Plurals of Brief Forms.** The plurals of brief forms ending in *s* are formed by adding another *s* of the same motion, thus:

cause ↗ causes ↗ business { businesses {

In other brief forms the plurals are formed by adding *s* to the singular forms, thus:

parts 6 changes 7 ships 5 forms —

UNIT 6

57. The Letter X. When *x* occurs at the end of or within words, it is expressed by *s* slightly modified in slant, thus:

mix		fix		tax	
mixes		fixes		taxes	

NOTE: The plural is formed by adding *s* as shown in *mixes*, *taxes*.

SIMPLE SUFFIXES

58. The suffix *shun* (*sion*, *tion*) is expressed by *sh*:

mention		fashion		vision	
nation		action		session	
mission		faction		evasion	
diction		affection		section	

59. The Past Tense. The past tense is expressed by *t* or *d*:

1. After abbreviated words a disjoined *t* placed close to the preceding character is used to express the past tense, thus:

changed	timed	liked	willed
			

2. In all other cases join *t* or *d* if a distinctive and facile joining is possible; otherwise, disjoin *t* (as in *glared*, *tapered*) to express the past tense, thus:

passed		raced		shaped	
praised		mentioned		reached	
visited		risked		checked	
labored		glared		tapered	
traced		fixed		feared	

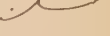
60. BRIEF FORMS FOR COMMON WORDS

also		letter, let		until	
nothing		present, presence		got	
between		big, beg		gave	
another		give, given		next	
woman		tell,* till		soon	
morning		still		name	

* The *s* is added to *tell* by changing the circle into a loop, thus:
tells 

BRIEF FORMS AS PREFIXES

61. A brief form is frequently used as a prefix or as part of another word, as illustrated in the following:

almost		inform		formal	
income		begin		anyone	
increase		began		overwork	
instead		forgive		undergo	
ago		forgot		handle	

62. FREQUENT PHRASES

for the		you have		would be	
to be*		there is		can be	
with the		of his		may be	
I have		for you		and that	
from the		if you		as the	
of this		of your		in our	
there are		in this		of all	

* Before a downstroke, *to* is expressed by *t*.

63. READING AND DICTATION PRACTICE

[illegible]

64. WRITING PRACTICE

1. I shall not leave here today for my trip to France, as I am too busy, but I shall finish everything soon.

2. It may be that such a change in the history classes will help to settle the matter for you.

3. He will cash the pay check if you will present it at his desk.

4. Since she is changing her plans to stay here some time before going to the city, I think it will be well to leave the matter as it is for the present.

5. Because the business in that part of the country is not good he will remain there another month to go thoroughly into the planning of a sales campaign.

6. It is plain that if any action is to be taken it must take place before the session ends today.

7. He fixed the time at six and said that the men were asleep.

8. I shall not fail to mention that the basis of his claim is very flimsy and that I feel that his figures should be thoroughly studied and checked before any decision is reached.

Dear Sir: The sale of the goods you shipped me in January is not going at all well. For one thing, the season has been very late, causing business to be slack. Can you think of anything that will **help** our sales? It may be that business in other parts of the country is much the same as it is here and you have made some sales plans that will be of help to me. I should like to go over this matter with one of your men the first time one of them is in the city. Yours truly,

CHAPTER III

UNIT 7

THE Ō-HOOK

65. The lower half of the elliptical figure  is called the *o-hook*. It is used to express the following sounds:

ö	aw	ō
		
as in	as in	as in
rot	raw	wrote
		
r ö t	r aw	r ō t

Key to Vowel Sounds: John Paul Jones.



NOTE: The sound *aw* is spelled in various ways, as in *fall*, *bought*, *taught*, *raw*. The same method of marking vowels is employed in this chapter as in the first.

66. FREQUENT-WORD DRILL

know	n ō		lot	l ō t	
law	l aw		road	r ō d	
low	l ō		load	l ō d	
wrote	r ō t		ought	aw t	

auto aw t ō

hope h ō p

note n ō t

show sh ō

bought b aw t

shop sh ō p

brought b r aw t

folks f ō k s

blow b l ō

taught t aw t

ball b aw l

caught k aw t

box b ō x

coffee k ō f ē

job j ō b

hog h ō g

talk t aw k

occur ō k 'r

dog d ō g

hotel h ō t ě l

noted n ō ted

slow s l ō

notes n ō t s

abroad a b r aw d

notice n ō t ĩ s

broken b r ō k 'n

raw r aw

open ō p 'n

loss l ō s

off ō f

fellow f ě l ō

often ō f 'n

so	s ō	⚡	phone	f ō n	⚡
saw	s aw	⚡	notion	n ō shun	⚡
sought	s aw t	⚡	motion	m ō shun	⚡
sorry	s ǒ r ǐ	⚡	sober	s ō b 'r	⚡
sorrow	s ō r ō	⚡	close	k l ō z	⚡
soul	s ō l	⚡	model	m ǒ d'l	⚡
soft	s ǒ f t	⚡	solemn	s ǒ l ě m	⚡
snow	s n ō	⚡	solid	s ǒ l ĩ d	⚡

67. **O-Hook Modified.** To avoid an unnecessary angle, the slant of the *o*-hook is modified slightly before *n*, *m*, *r*, and *l*, thus:



When a downstroke comes before the *o*-hook, this rule does not apply, since the *o*-hook joins to downstrokes without an angle, as in:

pour ⚡ shown ⚡ bone ⚡ pole ⚡

68. FREQUENT-WORD DRILL

on	ǒ n	⚡	home	h ō m	⚡
own	ō n	⚡	known	n ō n	⚡

or	aw r		nor	n aw r	
roar	r ō r		omitted	ō m ĭ ted	
roll	r ō l		drawn	d r aw n	
lower	l ō ' r		horse	h aw r s	
whole	h ō l		alone	a l ō n	
loan	l ō n		store	s t ō r	
coal	k ō l		story	s t ō r ĭ	
tone	t ō n		college	k ō l ě j	
door	d ō r		grown	g r ō n	

69. BRIEF FORMS FOR COMMON WORDS

want*		glad, girl		call	
went*		during, Dr.		situation	
told		believe, belief		course	
order		possible		general	
small		purpose		several	
upon		receive		state	

* The *w* is omitted in *want* and *went*.

UNIT 8

METHOD OF EXPRESSING R

71. The circle is written with left motion to express *r* following the vowel:

1. Before and after straight strokes:

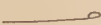
art  mar  arch  share 

2. Between straight strokes in the same direction:

tart  dared  church  murmur 

72. It is generally more facile to use the circle for the obscure vowel sound heard in *ur* as in *church*, *murmur*, *urge*, *hurt*.

73. FREQUENT-WORD DRILL

heart		urge		better	
hard		tear		later	
hurt		dare		sister	
heard		near		chapter	
earn		mere		motor	
arm		manner		cashier	
army		chair		minister	
harm		jar		teacher	

S FOLLOWING A LEFT-MOTION CIRCLE

74. The letter *s* is added to a final left-motion circle on straight strokes by changing the circle to a loop:

tears		shares		stairs	
dares		nears		manners	

75. BRIEF FORMS FOR COMMON WORDS

either		deal, dear		yesterday	
above		real, regard		together	
rather		company, keep		children	
love		become, book		prepare	
collect		importance, important		subject	
capital		necessary		opinion	

76. After abbreviated words and words ending in a left-motion circle on straight strokes, a disjoined *r* expresses *er*, *or*, thus:

keeper		dearer		worker	
--------	---	--------	---	--------	---

When the forms are distinctive, the *r* is joined, thus:

greater		bigger		smaller	
---------	---	--------	---	---------	---

When a brief form ends with the last *consonant* of a word, the left-motion circle is used to express *or*, *er* after straight strokes:

sooner		former		debtor	
--------	---	--------	---	--------	---

1. 1. 6. — — — — —
 2. 2. 4. — — — — —
 3. 3. 8. — — — — —
 4. 4. 12. — — — — —
 5. 5. 16. — — — — —
 6. 6. 20. — — — — —
 7. 7. 24. — — — — —
 8. 8. 28. — — — — —
 9. 9. 32. — — — — —
 10. 10. 36. — — — — —
 11. 11. 40. — — — — —
 12. 12. 44. — — — — —
 13. 13. 48. — — — — —
 14. 14. 52. — — — — —
 15. 15. 56. — — — — —
 16. 16. 60. — — — — —
 17. 17. 64. — — — — —
 18. 18. 68. — — — — —
 19. 19. 72. — — — — —
 20. 20. 76. — — — — —
 21. 21. 80. — — — — —
 22. 22. 84. — — — — —
 23. 23. 88. — — — — —
 24. 24. 92. — — — — —
 25. 25. 96. — — — — —
 26. 26. 100. — — — — —
 27. 27. 104. — — — — —
 28. 28. 108. — — — — —
 29. 29. 112. — — — — —
 30. 30. 116. — — — — —
 31. 31. 120. — — — — —
 32. 32. 124. — — — — —
 33. 33. 128. — — — — —
 34. 34. 132. — — — — —
 35. 35. 136. — — — — —
 36. 36. 140. — — — — —
 37. 37. 144. — — — — —
 38. 38. 148. — — — — —
 39. 39. 152. — — — — —
 40. 40. 156. — — — — —
 41. 41. 160. — — — — —
 42. 42. 164. — — — — —
 43. 43. 168. — — — — —
 44. 44. 172. — — — — —
 45. 45. 176. — — — — —
 46. 46. 180. — — — — —
 47. 47. 184. — — — — —
 48. 48. 188. — — — — —
 49. 49. 192. — — — — —
 50. 50. 196. — — — — —
 51. 51. 200. — — — — —
 52. 52. 204. — — — — —
 53. 53. 208. — — — — —
 54. 54. 212. — — — — —
 55. 55. 216. — — — — —
 56. 56. 220. — — — — —
 57. 57. 224. — — — — —
 58. 58. 228. — — — — —
 59. 59. 232. — — — — —
 60. 60. 236. — — — — —
 61. 61. 240. — — — — —
 62. 62. 244. — — — — —
 63. 63. 248. — — — — —
 64. 64. 252. — — — — —
 65. 65. 256. — — — — —
 66. 66. 260. — — — — —
 67. 67. 264. — — — — —
 68. 68. 268. — — — — —
 69. 69. 272. — — — — —
 70. 70. 276. — — — — —
 71. 71. 280. — — — — —
 72. 72. 284. — — — — —
 73. 73. 288. — — — — —
 74. 74. 292. — — — — —
 75. 75. 296. — — — — —
 76. 76. 300. — — — — —
 77. 77. 304. — — — — —
 78. 78. 308. — — — — —
 79. 79. 312. — — — — —
 80. 80. 316. — — — — —
 81. 81. 320. — — — — —
 82. 82. 324. — — — — —
 83. 83. 328. — — — — —
 84. 84. 332. — — — — —
 85. 85. 336. — — — — —
 86. 86. 340. — — — — —
 87. 87. 344. — — — — —
 88. 88. 348. — — — — —
 89. 89. 352. — — — — —
 90. 90. 356. — — — — —
 91. 91. 360. — — — — —
 92. 92. 364. — — — — —
 93. 93. 368. — — — — —
 94. 94. 372. — — — — —
 95. 95. 376. — — — — —
 96. 96. 380. — — — — —
 97. 97. 384. — — — — —
 98. 98. 388. — — — — —
 99. 99. 392. — — — — —
 100. 100. 396. — — — — —
 101. 101. 400. — — — — —
 102. 102. 404. — — — — —
 103. 103. 408. — — — — —
 104. 104. 412. — — — — —
 105. 105. 416. — — — — —
 106. 106. 420. — — — — —
 107. 107. 424. — — — — —
 108. 108. 428. — — — — —
 109. 109. 432. — — — — —
 110. 110. 436. — — — — —
 111. 111. 440. — — — — —
 112. 112. 444. — — — — —
 113. 113. 448. — — — — —
 114. 114. 452. — — — — —
 115. 115. 456. — — — — —
 116. 116. 460. — — — — —
 117. 117. 464. — — — — —
 118. 118. 468. — — — — —
 119. 119. 472. — — — — —
 120. 120. 476. — — — — —
 121. 121. 480. — — — — —
 122. 122. 484. — — — — —
 123. 123. 488. — — — — —
 124. 124. 492. — — — — —
 125. 125. 496. — — — — —
 126. 126. 500. — — — — —
 127. 127. 504. — — — — —
 128. 128. 508. — — — — —
 129. 129. 512. — — — — —
 130. 130. 516. — — — — —
 131. 131. 520. — — — — —
 132. 132. 524. — — — — —
 133. 133. 528. — — — — —
 134. 134. 532. — — — — —
 135. 135. 536. — — — — —
 136. 136. 540. — — — — —
 137. 137. 544. — — — — —
 138. 138. 548. — — — — —
 139. 139. 552. — — — — —
 140. 140. 556. — — — — —
 141. 141. 560. — — — — —
 142. 142. 564. — — — — —
 143. 143. 568. — — — — —
 144. 144. 572. — — — — —
 145. 145. 576. — — — — —
 146. 146. 580. — — — — —
 147. 147. 584. — — — — —
 148. 148. 588. — — — — —
 149. 149. 592. — — — — —
 150. 150. 596. — — — — —
 151. 151. 600. — — — — —
 152. 152. 604. — — — — —
 153. 153. 608. — — — — —
 154. 154. 612. — — — — —
 155. 155. 616. — — — — —
 156. 156. 620. — — — — —
 157. 157. 624. — — — — —
 158. 158. 628. — — — — —
 159. 159. 632. — — — — —
 160. 160. 636. — — — — —
 161. 161. 640. — — — — —
 162. 162. 644. — — — — —
 163. 163. 648. — — — — —
 164. 164. 652. — — — — —
 165. 165. 656. — — — — —
 166. 166. 660. — — — — —
 167. 167. 664. — — — — —
 168. 168. 668. — — — — —
 169. 169. 672. — — — — —
 170. 170. 676. — — — — —
 171. 171. 680. — — — — —
 172. 172. 684. — — — — —
 173. 173. 688. — — — — —
 174. 174.

UNIT 9

THE TH JOININGS

78. The left-motion *th* is used before and after *o*, *r*, *l*. In other cases the right-motion *th* is used:

though		author		bath	
although*		earth		teeth	
thought		health		thief	
throw		both		theater	
throat		birth		thin	
thrown		path		cloth	

* The word *although* is a combination of *all* and *though*.

79. When *th* is the only consonant stroke, as in the brief signs for *that* or *they*, or is in combination with *s*, the right-motion *th* is used, as in *these* and *seethe*.

FREQUENT PREFIXES AND SUFFIXES

80. The prefixes *con*, *com*, *coun*, *cog*, followed by a consonant, are expressed by *k*. The suffix *ly* is expressed by a small circle; *ily* and *ally*, by a loop:

confess		council		conform	
confer		compel		county	

convention		lonely		formally	
convey		lately		easily	
convince		early		hastily	
concrete		fairly		readily	
safely		wholly		family	
solely		hardly		totally	
only		heartily		socially	

81. In words beginning with *comm* or *conn*, the second *m* or *n* is written, thus:

common  connote  commence 

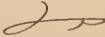
When *con* or *com* is followed by a vowel or by *r* or *l*, write *kn* for *con* and *km* for *com*, thus:

comedy  comrade  comic 

82. After a circle vowel, *ly* is written on the opposite side from the vowel, thus:

dearly  daily  nearly 

83. To express the plural of brief forms ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *s*, thus:

names  letters  families 

PHRASING PRINCIPLES

84. Before words beginning with a downward character or *o*, *r*, *l*, the word *to* is expressed by *t*:

to see		to say		to pay	
to which		to honor		to work	
to ship		to our		to place	

85. When repeated in a phrase, *as* is expressed by *s*:

as well as		as much as	
as good as		as great as	
as low as		as many as	

86. After *be* or *been*, the word *able* is expressed by *a*:

have been able		should be able	
would be able		will be able	

87. FREQUENT PHRASES

on the		with you		about the	
you are		if the		to give	
must be		as to		you know	
should be		at that		of it	

that is	9	of their	2	which is	1
in which	7	is not	2	on you-r	2
of these	9	of which	9	with that	80
more than	—	to get	28	from you	2
your letter	—	to take	20	of its	2
this is	3	in his	π	he will	2
you may	20	if you will	2	you would	1
he is	9	that this	0	to this	2

88. BRIEF FORMS FOR COMMON WORDS

send	2	special, speak speech	1	represent	9
agree*		week, weak	2	already	2
ask	2	floor, flour	2	value	2
office	9	complete,† complain-t	7	employ	2
official	2	immediate, immediately	—	express	2
future	1	committee	2	knowledge	—

* The prefix form for *agr-e-i*, a loop written above the following character, is used to express the word *agree*.

† The angle between *k* and *p* is maintained in the word *complete* to make a distinction between *complete* and *keep*.

90. WRITING PRACTICE

1. It is hard to say what is known about the model of the motor on which Horace Holliday is working. Several people have seen it and praise it.

2. After Bob bought the boat he noticed that the motor would stall often. After much analysis and pottering over it, he spotted the cause of grief. It was a little thing, and easy to fix.

3. The history of this country shows that a hardy, hard-working people, gifted with vision, can achieve what they fix as a goal if the goal has a meaning to the people in general.

4. It was a shock to her to hear that John Jones, after joking about it, really had started alone on an airplane trip to Havana and was nearing his goal.

5. The "Lone Eagle" did not cross the ocean merely by dreaming of it. He made ready for an epochal trip by planning every detail. Study, hard work, and the bravery to face peril without flinching helped him to achieve his aim and to place his name on the scroll of the great men of history.

Dear Sir: It will be necessary for me to stay here till about the end of January, as there are many matters of importance still to be finished. I am really glad that you were able to see Mr. Hartman and close that business with him. Such matters may easily cause hard feeling. There is nothing at present that needs your presence here. The general situation seems to be as good as it is in the East. I have my heart set on making big gains for the company here this month. I am working hard to achieve all possible. Yours truly,

CHAPTER IV

UNIT 10

THE $\overline{o}o$ -HOOK

91. The upper part of the small elliptical figure , which is called the $\overline{o}o$ -hook, is used to express the following sounds:

ű	ő	$\overline{o}o$
		
as in	as in	as in
tuck	took	tomb
		
t ű k	t ő k	t $\overline{o}o$ m

Key to Vowel Sounds:

The duck took to the pool.



92. FREQUENT-WORD DRILL

who	h $\overline{o}o$		hug	h ű g	
do	d $\overline{o}o$		does	d ű z	
took	t ő k		up	ű p	
true	t r $\overline{o}o$		upper	ű p 'r	
whom	h $\overline{o}o$ m		blue	b l $\overline{o}o$	

plus	p l ũ s		fruit	f r ō o t	
pull	p ō o l		roof	r ō o f	
lose	l ō o z		luck	l ũ k	
rug	r ũ g		rub	r ũ b	
rough	r ũ f		foot	f ō o t	
food	f ō o d		shut	sh ũ t	
fur	f ũ r		sugar	sh ō o g 'r	
supper	s ũ p 'r		fool	f ō o l	
dozen	d ũ z 'n		tough	t ũ f	
group	g r ō o p		stuff	s t ũ f	
cut	k ũ t		truck	t r ũ k	
cook	k ō o k		us	ũ s	
cup	k ũ p		thus	th ũ s	
oven	ũ v 'n		sullen	s ũ l e n	
cousin	k ũ z 'n		through	thr ō o	

93. The combination *us* is written without an angle at the beginning of words, or when it follows a downstroke or *k*, *g*, as in *us*, *shoes*, *campus*, *cousin*, etc.

94. The $\overline{o}o$ -hook Modified. To avoid an unnecessary angle, the $\overline{o}o$ -hook is turned under after *n*, *m*. It is also turned under after *k* or *g* if followed by *r* or *l*:

mood	m $\overline{o}o$ d		canoe	k ă n $\overline{o}o$	
none	n ŭ n		muff	m ŭ f	
noon	n $\overline{o}o$ n		nook	n $\overline{o}o$ k	
moon	m $\overline{o}o$ n		null	n ŭ l	
nut	n ŭ t		cool	k $\overline{o}o$ l	
numb	n ŭ m		cur	k ŭ r	
annul	ă n ŭ l		curse	k ŭ r s	

95. BRIEF FORMS FOR COMMON WORDS

care		skill, school		number	
carry		usual, wish		enough	
force		govern, -ment		position	
charge		expect, especial		question	
look		full		purchase	
clear		sure		remember	

96. READING AND DICTATION PRACTICE

1. 2 0 6 1 (—
 2 1 4 2 0 0
 3 1 2 = 2 0 1
 4 6 4 1 4 0 1
 5 2 0 1 2 1 2
 6 1 2 4 2 6
 7 2 2 2 2 2
 8 4 6 0 0 1 1
 9 2 2 2 2 2
 10 1 2 4 4 2 1
 11 2 1 0 2 2 4
 12 1 4 2 4 2
 13 2 2 6 2 0 2
 14 1 2 0 2 2 2
 15 2 2 2 2 2 2

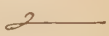
UNIT 11

METHOD OF EXPRESSING W

97. By pronouncing the following words slowly it will be found that *w* has the sound of $\overline{o}\overline{o}$; therefore *w* is expressed by the $\overline{o}\overline{o}$ -hook:

we = $\overline{o}\overline{o}$ -ē 
 wave = $\overline{o}\overline{o}$ -ā-v 
 wall = $\overline{o}\overline{o}$ -aw-l 

98. WORD DRILL

way	w ā		win	w ĩ n	
wet	w ě t		wane	w ā n	
wait	w ā t		women	w ĩ men	
weighed	w ā d		wake	w ā k	
wed	w ě d		wicked	w ĩ k ě d	
wedded	w ě ded		walk	w aw k	
width	w ĩ d th		weave	w ē v	
widow	w ĩ d ō		waste	w ā s t	

wash	w ō sh		weep	w ē p	
watch	w ō ch		web	w ě b	
wages	w ā j 's		wheat*	hw ē t	
wedge	w ě j		wheel	hw ē l	
wear	w ā r		whim	hw ĭ m	
weary	w ē r ĭ		whip	hw ĭ p	
wool	w ō ō l		whale	hw ā l	
water	w aw ter		whirl	hw ě r l	

* In the combination *wh*, as in *wheel*, the *h* is sounded first.

99. W within Words. In the body of a word it is more convenient to express *w* by a dash placed beneath the vowel following. In writing *sw* and a circle vowel, as in *sweet*, *swim*, *swell*, the hook for *w* is preferable to the dash:

quick		equity		squall	
queen		queer		swim	
quit		twin		swell	
quote		dwell		swift	
acquit		sweet		doorway	

100. **A Before W or H.** In words beginning with *a-h* or *a-w* the dot, placed on the line close to the next character, is used to express *a*:

ahead		awake		await	
away		awoke		awaken	

101. FREQUENT PHRASES

we are		we are not		we shall be	
we will		we will not		we have	
we shall		we shall not		we have been	
we can		we cannot		we have not	

102. BRIEF FORMS FOR COMMON WORDS

world		house, whose		suppose	
reply		remark, room		whether	
word		follow, fall		further	
body		accept, -ance		explain	
duty		gone		particular	
bring		nature		report	

103. READING AND DICTATION PRACTICE

1. - 1 2 3 4 5 6 7 8 9 10 11 12
 13 14 15 16 17 18 19 20 21 22 23 24
 25 26 27 28 29 30 31 32 33 34 35 36
 37 38 39 40 41 42 43 44 45 46 47 48
 49 50 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70 71 72
 73 74 75 76 77 78 79 80 81 82 83 84
 85 86 87 88 89 90 91 92 93 94 95 96
 97 98 99 100 101 102 103 104 105 106 107 108
 109 110 111 112 113 114 115 116 117 118 119 120
 121 122 123 124 125 126 127 128 129 130 131 132
 133 134 135 136 137 138 139 140 141 142 143 144
 145 146 147 148 149 150 151 152 153 154 155 156
 157 158 159 160 161 162 163 164 165 166 167 168
 169 170 171 172 173 174 175 176 177 178 179 180
 181 182 183 184 185 186 187 188 189 190 191 192
 193 194 195 196 197 198 199 200 201 202 203 204
 205 206 207 208 209 210 211 212 213 214 215 216
 217 218 219 220 221 222 223 224 225 226 227 228
 229 230 231 232 233 234 235 236 237 238 239 240
 241 242 243 244 245 246 247 248 249 250 251 252
 253 254 255 256 257 258 259 260 261 262 263 264
 265 266 267 268 269 270 271 272 273 274 275 276
 277 278 279 280 281 282 283 284 285 286 287 288
 289 290 291 292 293 294 295 296 297 298 299 300
 301 302 303 304 305 306 307 308 309 310 311 312
 313 314 315 316 317 318 319 320 321 322 323 324
 325 326 327 328 329 330 331 332 333 334 335 336
 337 338 339 340 341 342 343 344 345 346 347 348
 349 350 351 352 353 354 355 356 357 358 359 360
 361 362 363 364 365 366 367 368 369 370 371 372
 373 374 375 376 377 378 379 380 381 382 383 384
 385 386 387 388 389 390 391 392 393 394 395 396
 397 398 399 400 401 402 403 404 405 406 407 408
 409 410 411 412 413 414 415 416 417 418 419 420
 421 422 423 424 425 426 427 428 429 430 431 432
 433 434 435 436 437 438 439 440 441 442 443 444
 445 446 447 448 449 450 451 452 453 454 455 456
 457 458 459 460 461 462 463 464 465 466 467 468
 469 470 471 472 473 474 475 476 477 478 479 480
 481 482 483 484 485 486 487 488 489 490 491 492
 493 494 495 496 497 498 499 500 501 502 503 504
 505 506 507 508 509 510 511 512 513 514 515 516
 517 518 519 520 521 522 523 524 525 526 527 528
 529 530 531 532 533 534 535 536 537 538 539 540
 541 542 543 544 545 546 547 548 549 550 551 552
 553 554 555 556 557 558 559 560 561 562 563 564
 565 566 567 568 569 570 571 572 573 574 575 576
 577 578 579 580 581 582 583 584 585 586 587 588
 589 590 591 592 593 594 595 596 597 598 599 600
 601 602 603 604 605 606 607 608 609 610 611 612
 613 614 615 616 617 618 619 620 621 622 623 624
 625 626 627 628 629 630 631 632 633 634 635 636
 637 638 639 640 641 642 643 644 645 646 647 648
 649 650 651 652 653 654 655 656 657 658 659 660
 661 662 663 664 665 666 667 668 669 670 671 672
 673 674 675 676 677 678 679 680 681 682 683 684
 685 686 687 688 689 690 691 692 693 694 695 696
 697 698 699 700 701 702 703 704 705 706 707 708
 709 710 711 712 713 714 715 716 717 718 719 720
 721 722 723 724 725 726 727 728 729 730 731 732
 733 734 735 736 737 738 739 740 741 742 743 744
 745 746 747 748 749 750 751 752 753 754 755 756
 757 758 759 760 761 762 763 764 765 766 767 768
 769 770 771 772 773 774 775 776 777 778 779 780
 781 782 783 784 785 786 787 788 789 790 791 792
 793 794 795 796 797 798 799 800 801 802 803 804
 805 806 807 808 809 810 811 812 813 814 815 816
 817 818 819 820 821 822 823 824 825 826 827 828
 829 830 831 832 833 834 835 836 837 838 839 840
 841 842 843 844 845 846 847 848 849 850 851 852
 853 854 855 856 857 858 859 860 861 862 863 864
 865 866 867 868 869 870 871 872 873 874 875 876
 877 878 879 880 881 882 883 884 885 886 887 888
 889 890 891 892 893 894 895 896 897 898 899 900
 901 902 903 904 905 906 907 908 909 910 911 912
 913 914 915 916 917 918 919 920 921 922 923 924
 925 926 927 928 929 930 931 932 933 934 935 936
 937 938 939 940 941 942 943 944 945 946 947 948
 949 950 951 952 953 954 955 956 957 958 959 960
 961 962 963 964 965 966 967 968 969

UNIT 12

METHOD OF EXPRESSING Y

104. *Y* has the sound of long *e*, as in *yacht*, *yoke*, and when followed by a hook vowel is expressed by the small circle. *Ye*, as in *year*, *yet*, is expressed by a small loop; *ya*, by a large loop.

yacht		yellow		youth	
yawn		yoke		yarn	
year		yet		yard	

THE SIGNS FOR NG AND NK

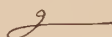
105. The sound *ng*, as in *ring*, *rang*, is expressed by *n* written at a slightly downward slant; *nk* (sounded *ngk*), as in *bank*, *rank*, is expressed by a longer stroke on the same slant:

ring		drink		bank	
rang		sanction		blank	
rank		wing		king	
sing		frank		wrong	
songs		banquet		spring	

PREFIXES AND SUFFIXES

106. The vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a consonant; when a vowel follows the prefix the initial vowel is retained. *En* is expressed by *es*.

The suffix *ings* is expressed by a left *s* and *ingly* by a small circle substituted for the *ing*-dot:

infer		unseen		expense	
envy		engine		lovingly	
impel		innate		seem- ingly	
impres- sion		emotion		exceed- ingly	
embrace		emit		meetings	
emphasis		examine		savings	
indeed		excess		evenings	

107. The negative forms of words beginning with *n* or *m* are distinguished from the positive forms by inserting the initial vowel in the negative forms:

known		unknown	
noticed		unnoticed	
necessary		unnecessary	

108. FREQUENT PHRASES

of them		to ask		if you are	
very much		we would		are not	
when the		we should		we may	
at all		does not		with us	
into the		we must		will you	
in reply		that they		through the	
on our		to keep		for us	
to go		which have		over the	
did not		who have		as you	

109. BRIEF FORMS FOR COMMON WORDS

long		strength, strong		character	
among		communi- cate,-tion		effect	
young		bill, built		return	
yes		friend, friendly		answer	
thank		else, list		experience	
effort		car, correct		recent	

110. READING AND DICTATION PRACTICE

1. 2 3 - 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31 32 33 34 35
 36 37 38 39 40 41 42
 43 44 45 46 47 48 49
 50 51 52 53 54 55 56
 57 58 59 60 61 62 63
 64 65 66 67 68 69 70
 71 72 73 74 75 76 77
 78 79 80 81 82 83 84
 85 86 87 88 89 90 91
 92 93 94 95 96 97 98
 99 100 101 102 103 104 105
 106 107 108 109 110 111 112
 113 114 115 116 117 118 119
 120 121 122 123 124 125 126
 127 128 129 130 131 132 133
 134 135 136 137 138 139 140
 141 142 143 144 145 146 147
 148 149 150 151 152 153 154
 155 156 157 158 159 160 161
 162 163 164 165 166 167 168
 169 170 171 172 173 174 175
 176 177 178 179 180 181 182
 183 184 185 186 187 188 189
 190 191 192 193 194 195 196
 197 198 199 200 201 202 203
 204 205 206 207 208 209 210
 211 212 213 214 215 216 217
 218 219 220 221 222 223 224
 225 226 227 228 229 230 231
 232 233 234 235 236 237 238
 239 240 241 242 243 244 245
 246 247 248 249 250 251 252
 253 254 255 256 257 258 259
 260 261 262 263 264 265 266
 267 268 269 270 271 272 273
 274 275 276 277 278 279 280
 281 282 283 284 285 286 287
 288 289 290 291 292 293 294
 295 296 297 298 299 300 301
 302 303 304 305 306 307 308
 309 310 311 312 313 314 315
 316 317 318 319 320 321 322
 323 324 325 326 327 328 329
 330 331 332 333 334 335 336
 337 338 339 340 341 342 343
 344 345 346 347 348 349 350
 351 352 353 354 355 356 357
 358 359 360 361 362 363 364
 365 366 367 368 369 370 371
 372 373 374 375 376 377 378
 379 380 381 382 383 384 385
 386 387 388 389 390 391 392
 393 394 395 396 397 398 399
 400 401 402 403 404 405 406
 407 408 409 410 411 412 413
 414 415 416 417 418 419 420
 421 422 423 424 425 426 427
 428 429 430 431 432 433 434
 435 436 437 438 439 440 441
 442 443 444 445 446 447 448
 449 450 451 452 453 454 455
 456 457 458 459 460 461 462
 463 464 465 466 467 468 469
 470 471 472 473 474 475 476
 477 478 479 480 481 482 483
 484 485 486 487 488 489 490
 491 492 493 494 495 496 497
 498 499 500 501 502 503 504
 505 506 507 508 509 510 511
 512 513 514 515 516 517 518
 519 520 521 522 523 524 525
 526 527 528 529 530 531 532
 533 534 535 536 537 538 539
 540 541 542 543 544 545 546
 547 548 549 550 551 552 553
 554 555 556 557 558 559 560
 561 562 563 564 565 566 567
 568 569 570 571 572 573 574
 575 576 577 578 579 580 581
 582 583 584 585 586 587 588
 589 590 591 592 593 594 595
 596 597 598 599 600 601 602
 603 604 605 606 607 608 609
 610 611 612 613 614 615 616
 617 618 619 620 621 622 623
 624 625 626 627 628 629 630
 631 632 633 634 635 636 637
 638 639 640 641 642 643 644
 645 646 647 648 649 650 651
 652 653 654 655 656 657 658
 659 660 661 662 663 664 665
 666 667 668 669 670 671 672
 673 674 675 676 677 678 679
 680 681 682 683 684 685 686
 687 688 689 690 691 692 693
 694 695 696 697 698 699 700
 701 702 703 704 705 706 707
 708 709 710 711 712 713 714
 715 716 717 718 719 720 721
 722 723 724 725 726 727 728
 729 730 731 732 733 734 735
 736 737 738 739 740 741 742
 743 744 745 746 747 748 749
 750 751 752 753 754 755 756
 757 758 759 760 761 762 763
 764 765 766 767 768 769 770
 771 772 773 774 775 776 777
 778 779 780 781 782 783 784
 785 786 787 788 789 790 791
 792 793 794 795 796 797 798
 799 800 801 802 803 804 805
 806 807 808 809 810 811 812
 813 814 815 816 817 818 819
 820 821 822 823 824 825 826
 827 828 829 830 831 832 833
 834 835 836 837 838 839 840
 841 842 843 844 845 846 847
 848 849 850 851 852 853 854
 855 856 857 858 859 860 861
 862 863 864 865 866 867 868
 869 870 871 872 873 874 875
 876 877 878 879 880 881 882
 883 884 885 886 887 888 889
 890 891 892 893 894 895 896
 897 898 899 900 901 902 903
 904 905 906 907 908 909 910
 911 912 913 914 915 916 917
 918 919 920 921 922 923 924
 925 926 927 928 929 930 931
 932 933 934 935 936 937 938
 939 940 941 942 943 944 945
 946 947 948 949 950 951 952
 953 954 955 956 957 958 959
 960 961 962 963 964 965 966
 967 968 969 970 971 972 973
 974 975 976 977 978 979 980
 981 982 983 984 985 986 987
 988 989 990 991 992 993 994
 995 996 997 998 999 1000 1001
 1002 1003 1004 1005 1006 1007
 1008 1009 1010 1011 1012 1013
 1014 1015 1016 1017 1018 1019
 1020 1021 1022 1023 1024 1025
 1026 1027 1028 1029 1030 1031
 1032 1033 1034 1035 1036 1037
 1038 1039 1040 1041 1042 1043
 1044 1045 1046 1047 1048 1049
 1050 1051 1052 1053 1054 1055
 1056 1057 1058 1059 1060 1061
 1062 1063 1064 1065 1066 1067
 1068 1069 1070 1071 1072 1073
 1074 1075 1076 1077 1078 1079
 1080 1081 1082 1083 1084 1085
 1086 1087 1088 1089 1090 1091
 1092 1093 1094 1095 1096 1097
 1098 1099 1100 1101 1102 1103
 1104 1105 1106 1107 1108 1109
 1110 1111 1112 1113 1114 1115
 1116 1117 1118 1119 1120 1121
 1122 1123 1124 1125 1126 1127
 1128 1129 1130 1131 1132 1133
 1134 1135 1136 1137 1138 1139
 1140 1141 1142 1143 1144 1145
 1146 1147 1148 1149 1150 1151
 1152 1153 1154 1155 1156 1157
 1158 1159 1160 1161 1162 1163
 1164 1165 1166 1167 1168 1169
 1170 1171 1172 1173 1174 1175
 1176 1177 1178 1179 1180 1181
 1182 1183 1184 1185 1186 1187
 1188 1189 1190 1191 1192 1193
 1194 1195 1196 1197 1198 1199
 1200 1201 1202 1203 1204 1205
 1206 1207 1208 1209 1210 1211
 1212 1213 1214 1215 1216 1217
 1218 1219 1220 1221 1222 1223
 1224 1225 1226 1227 1228 1229
 1230 1231 1232 1233 1234 1235
 1236 1237 1238 1239 1240 1241
 1242 1243 1244 1245 1246 1247
 1248 1249 1250 1251 1252 1253
 1254 1255 1256 1257 1258 1259
 1260 1261 1262 1263 1264 1265
 1266 1267 1268 1269 1270 1271
 1272 1273 1274 1275 1276 1277
 1278 1279 1280 1281 1282 1283
 1284 1285 1286 1287 1288 1289
 1290 1291 1292 1293 1294 1295
 1296 1297 1298 1299 1300 1301
 1302 1303 1304 1305 1306 1307
 1308 1309 1310 1311 1312 1313
 1314 1315 1316 1317 1318 1319
 1320 1321 1322 1323 1324 1325
 1326 1327 1328 1329 1330 1331
 1332 1333 1334 1335 1336 1337
 1338 1339 1340 1341 1342 1343
 1344 1345 1346 1347 1348 1349
 1350 1351 1352 1353 1354 1355
 1356 1357 1358 1359 1360 1361
 1362 1363 1364 1365 1366 1367
 1368 1369 1370 1371 1372 1373
 1374 1375 1376 1377 1378 1379
 1380 1381 1382 1383 1384 1385
 1386 1387 1388 1389 1390 1391
 1392 1393 1394 1395 1396 1397
 1398 1399 1400 1401 1402 1403
 1404 1405 1406 1407 1408 1409
 1410 1411 1412 1413 1414 1415
 1416 1417 1418 1419 1420 1421
 1422 1423 1424 1425 1426 1427
 1428 1429 1430 1431 1432 1433
 1434 1435 1436 1437 1438 1439
 1440 1441 1442 1443 1444 1445
 1446 1447 1448 1449 1450 1451
 1452 1453 1454 1455 1456 1457
 1458 1459 1460 1461 1462 1463
 1464 1465 1466 1467 1468 1469
 1470 1471 1472 1473 1474 1475
 1476 1477 1478 1479 1480 1481
 1482 1483 1484 1485 1486 1487
 1488 1489 1490 1491 1492 1493
 1494 1495 1496 1497 1498 1499
 1500 1501 1502 1503 1504 1505
 1506 1507 1508 1509 1510 1511
 1512 1513 1514 1515 1516 1517
 1518 1519 1520 1521 1522 1523
 1524 1525 1526 1527 1528 1529
 1530 1531 1532 1533 1534 1535
 1536 1537 1538 1539 1540 1541
 1542 1543 1544 1545 1546 1547
 1548 1549 1550 1551 1552 1553
 1554 1555 1556 1557 1558 1559
 1560 1561 1562 1563 1564 1565
 1566 1567 1568 1569 1570 1571
 1572 1573 1574 1575 1576 1577
 1578 1579 1580 1581 1582 1583
 1584 1585 1586 1587 1588 1589
 1590 1591 1592 1593 1594 1595
 1596 1597 1598 1599 1600 1601
 1602 1603 1604 1605 1606 1607
 1608 1609 1610 1611 1612 1613
 1614 1615 1616 1617 1618 1619
 1620 1621 1622 1623 1624 1625
 1626 1627 1628 1629 1630 1631
 1632 1633 1634 1635 1636 1637
 1638 1639 1640 1641 1642 1643
 1644 1645 1646 1647 1648 1649
 1650 1651 1652 1653 1654 1655
 1656 1657 1658 1659 1660 1661
 1662 1663 1664 1665 1666 1667
 1668 1669 1670 1671 1672 1673
 1674 1675 1676 1677 1678 1679
 1680 1681 1682 1683 1684 1685
 1686 1687 1688 1689 1690 1691
 1692 1693 1694 1695 1696 1697
 1698 1699 1700 1701 1702 1703
 1704 1705 1706 1707 1708 1709
 1710 1711 1712 1713 1714 1715
 1716 1717 1718 1719 1720 1721
 1722 1723 1724 1725 1726 1727
 1728 1729 1730 1731 1732 1733
 1734 1735 1736 1737 1738 1739
 1740 1741 1742 1743 1744 1745
 1746 1747 1748 1749 1750 1751
 1752 1753 1754 1755 1756 1757
 1758 1759 1760 1761 1762 1763
 1764 1765 1766 1767 1768 1769
 1770 1771 1772 1773 1774 1775
 1776 1777 1778 1779 1780 1781
 1782 1783 1784 1785 1786 1787
 1788 1789 1790 1791 1792 1793
 1794 1795 1796 1797 1798 1799
 1800 1801 1802 1803 1804 1805
 1806 1807 1808 1809 1810 1811
 1812 1813 1814 1815 1816 1817
 1818 1819 1820 1821 1822 1823
 1824 1825 1826 1827 1828 1829
 1830 1831 1832 1833 1834 1835
 1836 1837 1838 1839 1840 1841
 1842 1843 1844 1845 1846 1847
 1848 1849 1850 1851 1852 1853
 1854 1855 1856 1857 1858 1859
 1860 1861 1862 1863 1864 1865
 1866 1867 1868 1869 1870 1871
 1872 1873 1874 1875 1876 1877
 1878 1879 1880 1881 1882 1883
 1884 1885 1886 1887 1888 1889
 1890 1891 1892 1893 1894 1895
 1896 1897 1898 1899 1900 1901
 1902 1903 1904 1905 1906 1907
 1908 1909 1910 1911 1912 1913
 1914 1915 1916 1917 1918 1919
 1920 1921 1922 1923 1924 1925
 1926 1927 1928 1929 1930 1931
 1932 1933 1934 1935 1936 1937
 1938 1939 1940 1941 1942 1943
 1944 1945 1946 1947 1948 1949
 1950 1951 1952 1953 1954 1955
 1956 1957 1958 1959 1960 1961
 1962 1963 1964 1965 1966 1967
 1968 1969 1970 1971 1972 1973
 1974 1975 1976 1977 1978 1979
 1980 1981 1982 1983 1984 1985
 1986 1987 1988 1989 1990 1991
 1992 1993 1994 1995 1996 1997
 1998 1999 2000 2001 2002 2003
 2004 2005 2006 2007 2008 2009
 2010 2011 2012 2013 2014 2015
 2016 2017 2018 2019 2020 2021
 2022 2023 2024 2025 2026 2027
 2028 2029 2030 2031 2032 2033
 2034 2035 2036 2037 2038 2039
 2040 2041 2042 2043 2044 2045
 2046 2047 2048 2049 2050 2051
 2052 2053 2054 2055 2056 2057
 2058 2059 2060 2061 2062 2063
 2064 2065 2066 2067 2068 2069
 2070 2071 2072 2073 2074 2075
 2076 2077 2078 2079 2080 2081
 2082 2083 2084 2085 2086 2087
 2088 2089 2090 2091 2092 2093
 2094 2095 2096 2097 2098 2099
 2100 2101 2102 2103 2104 2105
 2106 2107 2108 2109 2110 2111
 2112 2113 2114 2115 2116 2117
 2118 2119 2120 2121 2122 2123
 2124 2125 2126 2127 2128 2129
 2130 2131 2132 2133 2134 2135
 2136 2137 2138 2139 2140 2141
 2142 2143 2144 2145 2146 2147
 2148 2149 2150 2151 2152 2153
 2154 2155 2156 2157 2158 2159
 2160 2161 2162 2163 2164 2165
 2166 2167 2168 2169 2170 2171
 2172 2173 2174 2175 2176 2177
 2178 2179 2180 2181 2182 2183
 2184 2185 2186 2187 2188 2189
 2190 2191 2192 2193 2194 2195
 2196 2197 2198 2199 2200 2201
 2202 2203 2204 2205 2206 2207
 2208 2209 2210 2211 2212 2213
 2214 2215 2216 2217 2218 2219
 2220 2221 2222 2223 2224 2225
 2226 2227 2228 2229 2230 2231
 2232 2233 2234 2235 2236 2237
 2238 2239 2240 2241 2242 2243
 2244 2245 2246 2247 2248 2249
 2250 2251 2252 2253 2254 2255
 2256 2257 2258 2259 2260 2261
 2262 2263 2264 2265 2266 2267
 2268 2269 2270 2271 2272 2273
 2274 2275 2276 2277 2278 2279
 2280 2281 2282 2283 2284 2285
 2286 2287 2288 2289 2290 2291
 2292 2293 2294 2295 2296 2297
 2298 2299 2300 2301 2302 2303
 2304 2305 2306 2307 2308 2309
 2310 2311 2312 2313 2314 2315
 2316 2317 2318 2319 2320 2321
 2322 2323 2324 2325 2326 2327
 2328 2329 2330 2331 2332 2333
 2334 2335 2336 2337 2338 2339
 2340 2341 2342 2343 2344 2345
 2346 2347 2348 2349 2350 2351
 2352 2353 2354 2355 2356 2357
 2358 2359 2360 2361 2362 2363
 2364 2365 2366 236

111. WRITING PRACTICE

1. The couple were waiting at the club to meet the other members of the party.

2. For years we have been following this particular method of making reports at our bank.

3. His answer to the unusual communication was, in effect, that his income was too small for him to think of such a purchase.

4. The girl was wearing a new pale yellow sweater of soft angora wool and a dashing rainbow-colored scarf at the skating rink.

5. The men were weary from the long swim in the rough water of the bay.

6. After the wedding reception her uncle gave the couple and their friends a banquet at the Hotel Tours.

My dear Sir: The orders that we gave you in our letter of May 1 about all purchases were clearly stated and very important, and we are glad that you have so regarded them. In the future we hope that we shall not have to question any of the purchases that you may make for our company.

You must remember that your position with us is based mainly on your skill in choosing clothing that is up to the minute in fashion and still cheap. We feel that we should caution you to study every day the changing fashions and at the same time keep your eye on the economic situation in the textile world.

We hope you can reach here soon enough Saturday, so that we may have a long chat. We want you to tell us all about your recent trip and to help you plan your next trip to Paris. Yours truly,

CHAPTER V

UNIT 13

THE DIPHTHONGS

112. A pure diphthong is the union in one syllable of two simple vowel sounds uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowel sounds of which the diphthongs are composed:

ū  as in fume f ū m 

ow  as in now n ow 

oi  as in oil oi l 

ī  as in die d ī 

NOTE: The diphthong *u* is a combination of $\bar{e}$ and $\bar{o}$; *ow*, of $\bar{a}$ and $\bar{o}$; *oi*, of *aw* and $\bar{e}$. The sign for the diphthong *i* is a large circle with an indentation—resembling a combination of $\bar{a}$ and $\bar{e}$, which, if uttered in rapid succession, yield a sound almost equivalent to $\bar{i}$. This sign is generally called “the broken circle.”

The signs are written in their *sounded* order. The sign for the diphthong *i* is treated as a circle, and conforms to the rules for joining circles. Note how the diphthong *i* is written in the words *size*, *nice*, *price*, *mine*, which appear in the following word drill.

113. WORD DRILL

human		enjoy		white	
cute		join		wise	
few		boy		wide	
view		toy		ride	
now		voice		lie	
cow		high		price	
mouth		size		prices	
ounce		rise		prize	
vow		fight		apply	
bough		fine		supply	
annoy		file		comply	
noise		sign		cry	
oil		fire		nice	
soil		fly		mine	
choice		sight		realize	

type		try		dining	
pipe		tried		twice	
final		dry		excited	
smile*		drive		tie	
died		design		tire	

* See *mile* in the brief forms below.

114. For convenience, long *i* is expressed by the large circle in the following words:

life		line		quite		might	
------	---	------	---	-------	---	-------	---

115. BRIEF FORMS FOR COMMON WORDS

use		how, out		side	
power		right, write		wire	
why		while		kind	
night		behind		inquire	
find		point, appoint		mile	
light		thousand		require	

116. When word forms end with the diphthong *i*, the double circle is used to express the diphthong and the termination *ly*:

lightly		kindly		rightly		nightly	
---------	---	--------	---	---------	---	---------	---

117. READING AND DICTATION PRACTICE

1. 00 — 00 00 00
 d l — i i e e — u h
 — 00 00 00 00 00
 e i 00 00 00 00
 f — 00 00 00 — 00
 0 0 d. 00 00 00 00
 0 0 00 00 00 00
 1. 00 00 00 00 00
 00 00 00 00 00
 00 00 00 00 — 00
 0 — 00 00 00 — 00 00
 1 00 00 00 00 00
 0 0 00 00 00 00
 0 0 00 00 00 00

UNIT 14

OTHER VOWEL COMBINATIONS

118. In a few words, vowels follow one another consecutively without forming diphthongs, as in *poem*, *radio*, *showy*. In such words the signs for the sounds are written in the order in which the sounds occur:

poet		snowy*		radio	
poem		showy		folio	

*When necessary, the long sound of *o* in *oe* is marked to distinguish it from the diphthong *oi*.

119. Any vowel following the diphthong *i* is expressed by a small circle within the large circle:

via		science		riot	
fiat		diet		prior	

120. Short *i* followed by *a*, as in *mania*, is expressed by a large circle with a dot placed within it; *e* followed by the large circle vowel, as in *create*, is expressed by a large circle with a dash within it. These distinctions are seldom necessary, however:

aria		cereal		piano	
area		serial		create	
alias		burial		creation	

OMISSION OF MINOR VOWELS

121. When two vowels not forming a pure diphthong come together, the minor vowel may be omitted. For convenience in writing many common words, the circle may be omitted in the diphthong *u*, as in *new*, *due*, *music*:

theory		due		idea*	
genius		music		ideal*	
arduous		amuse		genuine	
tedious		reduce		senior	
new		avenue		renewal	

*The long *i* in *idea* and *ideal* is expressed by the large circle.

122. BRIEF FORMS FOR COMMON WORDS

dollar*		respect, respectful-ly		please	
object		arrange, arrangement		progress	
strange		consider, consideration		across	
trust		opportunity		various	
mail		throughout		enclose	
address		advantage		wonder	

* After numerals, dollars is expressed by *d*.

123. READING AND DICTATION PRACTICE

1. 300 6 0 7 9 10 3
 10 2 6 1 0 1 0 1
 8. 0 0 0 1 0 1
 2 0 7 3 1. 0 4 2
 0 0 2. 1 2 2 1
 0. 4. 0 4. 2
 1. 0 0. 7 6 0 0
 1. 0 0. 6 0. 0
 0. 1 0. 0 0 0 0
 2 0 0 0 0 0 0 0
 0 0. 0 0 1 0 1
 0 0 0 0 0 0 0
 3 0 1 0 0 0 0 0
 0 0 0 0 0 0 0 0
 0 0 0 0 0 0 0

UNIT 15

OMISSION OF SHORT U AND OW

124. In the body of a word short *u* and *ow* are omitted before *n* and *m*, and short *u* before straight downstrokes:

sun		column		announce	
sunk		lumber		million	
fun		pump		crush	
funny		bunch		clutch	
town		jump		touch	
town		brown		trunk	
ton		begun		rush	
done		summer		judge	
run		sunshine		brush	
rung		luncheon		drown	

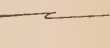
125. Between two horizontal straight strokes *ow* is indicated by a jog, but *u* is inserted.

126. The *u* is omitted in the termination *sume*:

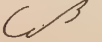
assume	resume	consume	presume
			

JOINED PREFIXES AND SUFFIXES

127. The syllables *per*, *pro*, *pur* are expressed by *pr*; the syllable *ble*, by *b*; *ple*, by *p* (in the words given below only); *ment*, by *m*:

proper		trouble		sample	
process		sensible		example	
perhaps		miser- able		apart- ment	
permit		suitable		compli- ment	
promo- tion		avail- able		moment	
pursue		terrible		equip- ment	
promise		reliable		treat- ment	
prove		noble		element	
perform		payable		excite- ment	
profit		simple		payment	
valuable		ample		settle- ment	

128. When *pro* occurs before an upward character or *k*, it is more convenient to insert the vowel, as in:

protection  produce  produced 

COMPOUND JOINED PREFIXES

129. Two or more simple prefixes may be joined:

inform		unexpected*	
conform		uncomfortable	
reconcile		unaccountable*	
recognize		uninformed	
unforeseen		unemployed	
unexplored*		incomplete	
unimportant		unconscious	

* The initial vowel is not required in compound prefixes.

130. BRIEF FORMS FOR COMMON WORDS

problem		person, personal		perfect, proof	
success		regret, regular		satisfy, -factory	
probable		confident, confidence		bed, bad	
except		correspond, -ence		cover	
stop		excel-lent, excellence		serious	
accord		organize, organization		direct	

131. READING AND DICTATION PRACTICE

1. 1 1 9. 2 - 0 - /
 u e e e - n e e
 o - m 1 9 8 6 9 - 9)
 d o r o r r w n
 e f e e e { o ,
 p r e y n e (2 d .
 e l - n . b o r t e m
 - g . 2 c b - o b
 - z n r - o f e r -
 e . d . o . i . b 9 v
 y r r' - q . 2 e e r
 - b g a r - r r - L
 / o m - n . n e (n e
 , e e f r o e . 8 o . 2 v
 m - . - r 9 . 1

132. WRITING PRACTICE

1. You are quite right in saying that the price was too high and that the whole order of cereals should be returned. I should think that they could quote lower prices, owing to their greater purchasing power.

2. An ounce or so of light motor oil spread on the leaves of the springs of your car will banish all squeaks.

3. The boy's singing was enjoyed by his many friends who came to hear him in the huge hall of the Armory.

4. His office was equipped with several filing cases and a new type of filing desk.

5. The news of his appointment was announced over the radio at a special coast-to-coast hook-up.

6. He reduced the output of his mill to a million feet of lumber per day during the dull season.

7. His profits in oil were higher this month than they were in the month before.

Dear Sir: I should like to enlist your aid in preparing an evening of music to be given early in January on behalf of our Home Welfare Organization.

I think we should have a generous number of arias from the leading operas and a few piano and violin solos. Perhaps we could also get Mr. Hoyle to give his talk on the poetry of music. We must not forget also to present some numbers for the enjoyment of the children who will be present.

Will you not join with us in helping to arrange something of an unusually high character this year? Yours truly,

CHAPTER VI

UNIT 16

BLENDED CONSONANTS

133. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to “slur” the angle and allow the lines to form a curve, thus:

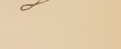
 blended becomes  and expresses *-nt, -nd*

 blended becomes  and expresses *-mt, -md*

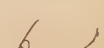
134. The *-nt, -nd* blend is an *upward* curve, corresponding in length to the sign for *f*; the *-mt, -md* blend is an *upward* curve, corresponding in length to *v*. The *n* or *m* governs the length of the curve; the curve containing *m* naturally is longer. At the beginning of words, short *e* and short *i* are omitted before these blends, as in *entry, empty, induce*, etc.

135. WORD DRILL

bond		band		prevent	
print		prompt		owned	
planned		blind		rent	
plenty		apparent		land	

around		seemed		grant	
entry		second		convent	
Indian		fastened		ground	
empty		signed		trimmed	
refund		event		strained	
laundry		front		winter	
joint		framed		inventory	
sound		exempt		moaned	
found		count		doomed	
sent		gained		ashamed	

136. The Ld Combination. The combination *ld* is expressed by giving *l* a swinging upward turn at the finish:

old		fold		gold	
older		field		killed	
yield		failed		filed	
held		wild		child	

hold		cold		sealed	
sold		colder		appealed	

137. DAYS AND MONTHS

Sunday		January		August	
Monday		February		September	
Tuesday		March		October	
Wednesday		April		November	
Thursday		May		December	
Friday		June			
Saturday		July			

138. BRIEF FORMS FOR COMMON WORDS

entire		refer, reference		receipt	
copy		remit, remittance		unable	
stock		suggest, suggestion		enable	
stand		individual		invoice	
allow		attention		industry	
draft		acknowledge		oblige	

139. READING AND DICTATION PRACTICE

U: o u p o y z n b
 v . e z - o s y
 u w p x . e - o y
 C d b e s d l . l . n o o r
 e e (f - o . n , z
 o y z y , z o . e t z
 z (M o . d k d
 l : e o n d o r r l
 o b . e o y r r e
 y 18 e e l - n , z l i
 r o - o b - o d l
 e n l - h e . s
 n o y e s z l d o n
 i - M . y e z
 o b e e z e . s

UNIT 17

JENT-PENT, DEF-TIVE BLENDS

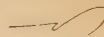
140. By rounding off the angle, as shown in the previous blends, the following useful signs for syllables are obtained:

 blended becomes  and expresses *jent-d*, *pent-d*

 blended becomes  and expresses *def-v*, *-tive*

141. WORD DRILL

spend		cheapened		defeat	
expend		carpenter		defer	
happened		pageant		defy	
opened		impending		divine	
cogent		native		deficit	
legend		devout		division	
ripened		divided		device	
gentle		defraud		defend	
genteel		defray		defense	
Gentile		endeavor		define	

sensitive  positive  motive 
 restive  creative  captive 

142. SPECIAL BUSINESS FORMS

Gentlemen		Yours very sincerely	
Dear Mr.		Yours respectfully	
Messrs.		Respectfully yours	
Yours sincerely		Very respectfully	
Sincerely yours		Cordially yours	
Very sincerely		Yours cordially	

143. BRIEF FORMS FOR COMMON WORDS

move		differ-ent, difference		quality	
agent		approximate		definite	
spirit		deliver, delivery		tomorrow	
credit		instant, instance		influence	
appear		response, responsible		mistake-n	
beauty		railway, rule		altogether	

144. READING AND DICTATION PRACTICE

1. 2 1 m c — o 2 5
 — — — — — — — —
 6 44¹⁶ 7 84¹⁶ 1 6
 o m } m | 40/61
 n — 6 e e c 7/78
 y 2 0 6 — — — —
 o 2 6, — — — — —
 — 6 e n 0 7 1 m c
 — 1 0 0 6 m 2 9 1
 y — 2 9 0 2 1 — —
 — — 40/ 7 c 0. 0
 7 2 m — — — — 9
 6 — — — — — 2 7
 — — — — — — — —
 6 5 6 7 1 — — —

UNIT 18

FREQUENT WORD-BEGINNINGS

145. The vowel is omitted in the syllables *be*, *de*, *re*, *dis*, and *mis*:

below		discover		reason	
beneath		dispel		reasonable	
besides		dispatch		reception	
delay		display		review	
debate		dislike		revise	
deceit		disgrace		replace	
decision		dismiss		repent	
depress		repair		misaid	
depart		resign		mishap	
depend		reform		misery	

146. The vowel is retained when *de* precedes *k*, *g*, as in *decay*, *degrade*.

147. The vowel in *re* is omitted only before a downward character, as in *replace*, *repent*, *review*, *repair*, *resign*, *reception*.

PHRASING PRINCIPLES

148. The word *had* when following a pronoun is expressed as shown in the following illustrations:

I had he had they had we had you had

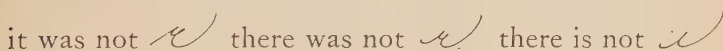


149. The phrases *was-not* and *is-not* are expressed easily and legibly by using the blending principle:

was not he was not it is not



it was not there was not there is not



NOTE: If the contractions *wasn't*, *isn't*, etc., need to be positively indicated, the apostrophe is placed above the forms.

150. BRIEF FORMS FOR COMMON WORDS

record		improve, -ment		newspaper, inspect	
advertise		acquaint, -ance		sufficient	
previous		nevertheless, envelope		merchan- dise	
occasion		insure, insurance		determine	
quantity		educate, education		pleasure	
hundred		difficult, difficulty		catalogue	

152. WRITING PRACTICE

1. Apparently, this new house is endeavoring to underwrite the entire issue of the ship-canal bonds without calling upon any of the stronger and better-known houses.

2. Were you present yesterday evening at the reception to the new minister from France?

3. We have failed to find in the inventory any record of the number of batteries on hand December 31.

4. They discovered that the dispatch had not been delivered until after the stock market had opened.

5. The factory promptly made the consignee a satisfactory refund on the carload of goods.

6. It would be easier to replace those old buildings than to repair them.

7. I want you to change your window display every other day after closing hours.

8. The collection agency moved cautiously in the matter of collecting the old accounts that had been referred to it by the Retail Dealers' organization.

9. The Committee will hold its second session at the White House tomorrow morning.

Dear Madam: In the hope that we may be of some help to you in completing your shopping list for the summer season, we wish to call your attention to our mesh bags. Our complete line gives you a wealth of unusually pretty styles at very reasonable prices.

A visit to our Jewelry Department to look at these bags will prove profitable to you. Very truly yours,

CHAPTER VII

UNIT 19

TEN-DEN, TEM-DEM BLENDS

153. By blending *t* or *d* with *n* or *m* facile blends result, which make possible the writing of many syllables with but one movement of the pen:

 blended becomes  and expresses *ten*, *den*
 blended becomes  and expresses *tem*, *dem*

154. WORD DRILL

sudden		continue		broaden	
written		continued		danger	
threaten		continues		tender	
hidden		continuous		denote	
extension		intention		dinner	
evidence		deny		tonight	
sentence		distance		tennis	
condense		residence		contain	

cotton		retain		timber	
tenant		item		victim	
sustain		items		attendance	
captain		itemize		continent	
obtain		academy		bulletin	
attain		autumn		tendency	
dense		random		attainable	
button		attempt		maintain	
sweeten		freedom		estimate	
audience		bottom		medium	
detain		wisdom		temple	
timid		temper		seldom	

155. The blend is not employed when a strongly accented vowel or diphthong occurs in the syllable. Such words as *dean*, *dine*, *team*, *tame*, *domc*, *dime*, and other words of one syllable are written in full. The syllable *tain*, as in *maintain*, *attain*, however, is expressed by *ten*.

156. Where it is possible to use either *ten-den* or *ent-end*, as in *intention*, the right-motion blend is given preference.

PHRASING PRINCIPLES

157. The blending principle makes possible some interesting and valuable phrases:

to me		to make		at any time	
to my		at once		in due course	
to meet		it must be		in due time	
to mean		it may be		what to do	
to know		at any		to draw	

158. When *do-not* is preceded by a pronoun, it is expressed by the sign *den*:

I do not		we do not believe	
I do not see		they do not	
I do not know		they do not know	
I do not believe		you do not	
we do not		you do not know	

159. When necessary, *don't* may be distinguished from *do not* by writing *don* for *don't*, thus:

I don't		we don't		they don't	
---------	---	----------	---	------------	---

UNIT 20

METHOD OF EXPRESSING R

161. A circle or loop is written with the left motion to express *r* following the vowel:

Between a downward character, *c* () / / ,
and a forward straight stroke, / / — — ; compare the following forms:

Right-motion: chat *f* sham *—* bin *f* fame *—*
Left-motion: chart *f* charm *f* burn *f* farm *f*

NOTE: The circle is placed *above* the next stroke after *p*, *b*, as in *burn*, *bird*, and below the next stroke in all others, as in *charm*, *farm*.

There is a tendency in rapid writing to curve a straight line when it is followed by a circle. Therefore the distinctive method of joining the circle when it is written with left motion after straight strokes is adopted to prevent any possibility of misreading. Compare *germ* and *bird* in the following drill:

162. WORD DRILL

barn	<i>f</i>	spurt	<i>f</i>	cheered	<i>f</i>
bird	<i>f</i>	spared	<i>f</i>	shared	<i>f</i>
period	<i>f</i>	experts	<i>f</i>	repaired	<i>f</i>
barter	<i>f</i>	shirt	<i>f</i>	chairman	<i>f</i>
burner	<i>f</i>	charter	<i>f</i>	germ	<i>f</i>

convert		farmer		varnish	
avert		farmers		pertain	
adjourn		fern		burden	
adjourned		fertile		pertinent	

163. Between a horizontal and an upward stroke the circle is turned with a left motion on the upward stroke to express *r* following the vowel:

cart		courtesy		guarantee	
card		courteous		girder	
curt		mart		smart	
guard		merit		lard	
guard- ian		skirt		flirt	
garden		inert		alert	

164. Before straight lines, *s* in *ser*, *cer*, *sar*, and *th* in *ther*, *thir*, may be written contrary to the usual method of joining to express *r*:

desert		concert		insert	
discern		concern		inserted	

insertion		search		sermon	
assert		serge		third	
asserted		surgeon		thirty	
assertion		surmise		thermom- eter	

165. R Omitted. In many words containing *ar*, *er*, *or*, *ir*, as in the words *large*, *serge*, *warm*, *sort*, *firm*, *circle*, *corner*, the *r* is omitted.

In applying this principle advantage is simply taken of dropping a sound that ordinarily is not stressed in speaking.

166. WORD DRILL

large		reverse		endorse	
larger		reserve		surprise	
learn		toward		surplus	
turn		towards		orchestra	
terms		sport		quarter	
north		born		war	
northern		board		warn	
cord		border		warmth	

warrant		court		western	
serve		source		modern*	
service		storm		southern	
services		firm		assortment	
surface		circle		nervous	
sort		certain		worry	
corn		ascertain		worth	
corner		eastern*		worthy	

* The syllables *tern*, *dern* are expressed by *ten*.

167. The termination *worthy*, as in *noteworthy*, *trustworthy*, is expressed by *thĩ*, and *worth* by *ũth*, thus:

noteworthy  trustworthy  Ainsworth 

168. **The Syllable Ther.** The syllable *ther*, as in *either*, *other*, is conveniently expressed by the sign for *th*:

mother  bother  father* 
 neither  brother  leather 
 gather  weather  hitherto 

* The left-motion *th* is used in *father* to distinguish this word from *faith*, which otherwise would have the same form.

UNIT 21

COMMON PREFIXES AND SUFFIXES

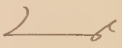
170. The prefixes *for*, *fore*, *fur* are expressed by *f*. The suffixes *ful* and *ify* are expressed by *f*; *self* by *s*; *selves* by *ses*; and *age* by *j*:

forget		useful		itself	
forgive		notify		themselves	
forgotten		modify		ourselves	
foresee		certify		yourselves	
furniture		dignify		courage	
furnish		simplify		storage	
awful		myself		baggage	
wonderful		yourself		manager	
helpful		himself		average	
thoughtful		herself		package	

NOTES: (1) The syllable *ture* is written *tr*. (2) The vowel in *baggage* is omitted to distinguish the form from *package*. (3) When *for* or *fore* is followed by a vowel, disjoin *f* close to the next character, as in *forearm*. When *for* or *fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*.

PHRASING PRINCIPLE

171. In phrases, the words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, *sure*, *possible*, are modified as shown below:

to <i>him</i>		at an early date	
I told him		days ago	
we told him		weeks ago	
I <i>hope</i>		months ago	
we hope		years ago	
I hope to hear		day or two ago	
I am <i>sorry</i>		week or two ago	
we are sorry		as near as <i>possible</i>	
I <i>want</i>		<i>few</i> days	
you want		<i>few</i> months	
we want		<i>few</i> minutes	
if you want		be <i>sure</i>	
do you want		we are sure	
<i>early</i> reply		I am sure	

172. READING AND DICTATION PRACTICE

U.
 2 — — — — —
 a — — — — —
 . — — — — —
 2 — — — — —
 6 — — — — —
 4 — — — — —
 1 — — — — —
 2 — — — — —
 3 — — — — —
 4 — — — — —
 5 — — — — —
 6 — — — — —
 7 — — — — —
 8 — — — — —
 9 — — — — —
 10 — — — — —
 11 — — — — —
 12 — — — — —
 13 — — — — —
 14 — — — — —
 15 — — — — —
 16 — — — — —
 17 — — — — —
 18 — — — — —
 19 — — — — —
 20 — — — — —
 21 — — — — —
 22 — — — — —
 23 — — — — —
 24 — — — — —
 25 — — — — —
 26 — — — — —
 27 — — — — —
 28 — — — — —
 29 — — — — —
 30 — — — — —
 31 — — — — —
 32 — — — — —
 33 — — — — —
 34 — — — — —
 35 — — — — —
 36 — — — — —
 37 — — — — —
 38 — — — — —
 39 — — — — —
 40 — — — — —
 41 — — — — —
 42 — — — — —
 43 — — — — —
 44 — — — — —
 45 — — — — —
 46 — — — — —
 47 — — — — —
 48 — — — — —
 49 — — — — —
 50 — — — — —
 51 — — — — —
 52 — — — — —
 53 — — — — —
 54 — — — — —
 55 — — — — —
 56 — — — — —
 57 — — — — —
 58 — — — — —
 59 — — — — —
 60 — — — — —
 61 — — — — —
 62 — — — — —
 63 — — — — —
 64 — — — — —
 65 — — — — —
 66 — — — — —
 67 — — — — —
 68 — — — — —
 69 — — — — —
 70 — — — — —
 71 — — — — —
 72 — — — — —
 73 — — — — —
 74 — — — — —
 75 — — — — —
 76 — — — — —
 77 — — — — —
 78 — — — — —
 79 — — — — —
 80 — — — — —
 81 — — — — —
 82 — — — — —
 83 — — — — —
 84 — — — — —
 85 — — — — —
 86 — — — — —
 87 — — — — —
 88 — — — — —
 89 — — — — —
 90 — — — — —
 91 — — — — —
 92 — — — — —
 93 — — — — —
 94 — — — — —
 95 — — — — —

173. WRITING PRACTICE

1. This land is apparently owned by a group that received it as a grant from the Government, and I believe it is tax exempt.

2. The trend is to employ better-trained people in the printing industries, to prevent the losses entailed by errors in judgment.

3. We look for a cold winter, which will have a pronounced effect on the lumber market in this section.

4. We are sorry that the catalogue did not reach you in time to be of service in this particular instance.

5. If you want to see him in regard to the matter about which we talked yesterday, phone him, and if he is unable to see you, then he will arrange for a meeting at a later date.

6. We have looked over the carbon copy of the letter in question and are unable to find any reference to previous prices.

7. Sufficient improvement has been noted in the trend of the market to suggest that you buy now.

8. The vowel is inserted in the word "package" to enable the writer instantly to tell the difference between the forms for "package" and "baggage."

9. While at the village, I received a message from my employer asking me to send the package to his foreign address.

10. I have forgotten his name, but I suppose the hotel people will remember him.

11. The paper has been properly signed by the joint owners and sent to the land office.

CHAPTER VIII

UNIT 22

OMISSION OF FINAL T

174. When slightly enunciated, *t* is omitted at the end of many words.

WORD DRILL

(*t* omitted after *s*)

best		largest		adjust	
rest		modest		adjustment	
west		hardest		disgust	
test		earnest		insist	
latest		honest		consist	
contest		request		persist	
protest		finest		resist	
detest		past		exist	
invest		last		artist	
oldest		just		exhaust	
forest		justice		cost	

175. WORD DRILL

(t omitted after k, p, den)

act		project		induct	
enact		affect		adapt	
fact		defect		adopt	
exact		detect		abrupt	
contact		strict		president	
elect		conduct		evident	
select		product		resident	
erect		deduct		student	

176. WORD DRILL

(t is written in the following words)

lost		dust		worst	
east		taste		distant	
fast		missed		intent	
cast		mixed		content	
vast		post		extent	
least		coast		patent	

177. READING AND DICTATION PRACTICE

1. p m n no " 2 ✓
 under L go (u) ✓
 n d (p) n y) de
 go)) Re) i a n
 u y r ed d n c W
 u e j) e B b u d s
 d d. u u z z p v
 u n i d l t r 2
 n p e f m d l q u . d
 R e b e e n u b e
 u n s y u C. p n b
 o l . e G u r p . n p
 h W n b r e u e (2)
 n . (d . 2 u z n .
 u o t o u b u n . h

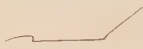
UNIT 23

OMISSION OF D

178. When slightly enunciated, *d* is often omitted:

mind		dividend		expound	
remind		intend		compound	
command		extend		compounds	
demand		extends		abound	
diamond		pound		beyond	

179. The *d* is written in the following words:

commend		contend		attend	
---------	---	---------	---	--------	---

180. *D* is omitted when it immediately precedes *m* or *v*:

admit		admir- able		admon- ish	
admit- tance		advent		adverb	
admission		adventure		admire*	
advocate		adverse		advance	
advocacy		adversary		advise(ce)	

181. In the words *admire*, *advice*, *advise*, *advance*, coming under this rule, the initial vowel also is omitted to facilitate phrasing,

as illustrated in the following useful phrases:

we admire

in advance

we advise

182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*, thus:

contested

insisted

extended

requested

demanded

compounded

PREFIXES AND SUFFIXES

183. The syllable *ul* is expressed by the *oo*-hook; *al* (pronounced *aw-l*), by the *o*-hook. The sign *al* has already been given in the words *also*, *almost*. *Sub* is expressed by a joined *s*; *less*, by *l*:

ulster

alterna-
tive

subway

ultima-
tum

submit

thought-
less

almanac

substance

home-
less

alternate*

subside

needless

*For convenience, the root form of the word *alter* is retained in derivative forms, although the pronunciation changes.

184. Before *r*, *l*, *ch*, *j*, or a hook, *s* is written contrary to rule to express *sub*, as in *suburb*, *sublime*, *subchief*, *subjoin*.

185. When *sub* is followed by a circle vowel, *s* is disjoined and placed on the line close to the following character, thus:

subeditor

subhead

186. BRIEF-FORM DERIVATIVE DRILL

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

187. KEY TO BRIEF-FORM DRILL

1. acceptable, acknowledgment, addressed, addressee, advantageous, advisable, agreeable; 2. agreement, agreed, answers, appearance, appointment, asked; 3. beautiful, booklet, bookkeeping, careful, causes, charged, clearly; 4. collectible, considerably, correspondent, credits, desirous, educational; 5. effective, enclosure, explanation, favorable, favorite, favors, forced; 6. formerly, fully, greater, greatly, goodness, houses; 7. kindness, kindest, kindly, letters, likely, longer; 8. longest, mostly, myself, namely, names, obligations; 9. occasionally, preparation, publisher, purchaser, qualities, recovered, regardless, regards; 10. representative, satisfactorily, necessarily, necessity, successfully, surely, usually, unusual, wished.

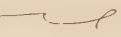
188. READING AND DICTATION PRACTICE

1. 9 6 6 6 6 6 6 6 6 6
 2. 6 6 6 6 6 6 6 6 6 6
 3. 6 6 6 6 6 6 6 6 6 6
 4. 6 6 6 6 6 6 6 6 6 6
 5. 6 6 6 6 6 6 6 6 6 6
 6. 6 6 6 6 6 6 6 6 6 6
 7. 6 6 6 6 6 6 6 6 6 6
 8. 6 6 6 6 6 6 6 6 6 6
 9. 6 6 6 6 6 6 6 6 6 6
 10. 6 6 6 6 6 6 6 6 6 6
 11. 6 6 6 6 6 6 6 6 6 6
 12. 6 6 6 6 6 6 6 6 6 6
 13. 6 6 6 6 6 6 6 6 6 6
 14. 6 6 6 6 6 6 6 6 6 6
 15. 6 6 6 6 6 6 6 6 6 6
 16. 6 6 6 6 6 6 6 6 6 6
 17. 6 6 6 6 6 6 6 6 6 6
 18. 6 6 6 6 6 6 6 6 6 6
 19. 6 6 6 6 6 6 6 6 6 6
 20. 6 6 6 6 6 6 6 6 6 6
 21. 6 6 6 6 6 6 6 6 6 6
 22. 6 6 6 6 6 6 6 6 6 6
 23. 6 6 6 6 6 6 6 6 6 6
 24. 6 6 6 6 6 6 6 6 6 6
 25. 6 6 6 6 6 6 6 6 6 6
 26. 6 6 6 6 6 6 6 6 6 6
 27. 6 6 6 6 6 6 6 6 6 6
 28. 6 6 6 6 6 6 6 6 6 6
 29. 6 6 6 6 6 6 6 6 6 6
 30. 6 6 6 6 6 6 6 6 6 6
 31. 6 6 6 6 6 6 6 6 6 6
 32. 6 6 6 6 6 6 6 6 6 6
 33. 6 6 6 6 6 6 6 6 6 6
 34. 6 6 6 6 6 6 6 6 6 6
 35. 6 6 6 6 6 6 6 6 6 6
 36. 6 6 6 6 6 6 6 6 6 6
 37. 6 6 6 6 6 6 6 6 6 6
 38. 6 6 6 6 6 6 6 6 6 6
 39. 6 6 6 6 6 6 6 6 6 6
 40. 6 6 6 6 6 6 6 6 6 6
 41. 6 6 6 6 6 6 6 6 6 6
 42. 6 6 6 6 6 6 6 6 6 6
 43. 6 6 6 6 6 6 6 6 6 6
 44. 6 6 6 6 6 6 6 6 6 6
 45. 6 6 6 6 6 6 6 6 6 6
 46. 6 6 6 6 6 6 6 6 6 6
 47. 6 6 6 6 6 6 6 6 6 6
 48. 6 6 6 6 6 6 6 6 6 6
 49. 6 6 6 6 6 6 6 6 6 6
 50. 6 6 6 6 6 6 6 6 6 6
 51. 6 6 6 6 6 6 6 6 6 6
 52. 6 6 6 6 6 6 6 6 6 6
 53. 6 6 6 6 6 6 6 6 6 6
 54. 6 6 6 6 6 6 6 6 6 6
 55. 6 6 6 6 6 6 6 6 6 6
 56. 6 6 6 6 6 6 6 6 6 6
 57. 6 6 6 6 6 6 6 6 6 6
 58. 6 6 6 6 6 6 6 6 6 6
 59. 6 6 6 6 6 6 6 6 6 6
 60. 6 6 6 6 6 6 6 6 6 6
 61. 6 6 6 6 6 6 6 6 6 6
 62. 6 6 6 6 6 6 6 6 6 6
 63. 6 6 6 6 6 6 6 6 6 6
 64. 6 6 6 6 6 6 6 6 6 6
 65. 6 6 6 6 6 6 6 6 6 6
 66. 6 6 6 6 6 6 6 6 6 6
 67. 6 6 6 6 6 6 6 6 6 6
 68. 6 6 6 6 6 6 6 6 6 6
 69. 6 6 6 6 6 6 6 6 6 6
 70. 6 6 6 6 6 6 6 6 6 6
 71. 6 6 6 6 6 6 6 6 6 6
 72. 6 6 6 6 6 6 6 6 6 6
 73. 6 6 6 6 6 6 6 6 6 6
 74. 6 6 6 6 6 6 6 6 6 6
 75. 6 6 6 6 6 6 6 6 6 6
 76. 6 6 6 6 6 6 6 6 6 6
 77. 6 6 6 6 6 6 6 6 6 6
 78. 6 6 6 6 6 6 6 6 6 6
 79. 6 6 6 6 6 6 6 6 6 6
 80. 6 6 6 6 6 6 6 6 6 6
 81. 6 6 6 6 6 6 6 6 6 6
 82. 6 6 6 6 6 6 6 6 6 6
 83. 6 6 6 6 6 6 6 6 6 6
 84. 6 6 6 6 6 6 6 6 6 6
 85. 6 6 6 6 6 6 6 6 6 6
 86. 6 6 6 6 6 6 6 6 6 6
 87. 6 6 6 6 6 6 6 6 6 6
 88. 6 6 6 6 6 6 6 6 6 6
 89. 6 6 6 6 6 6 6 6 6 6
 90. 6 6 6 6 6 6 6 6 6 6
 91. 6 6 6 6 6 6 6 6 6 6
 92. 6 6 6 6 6 6 6 6 6 6
 93. 6 6 6 6 6 6 6 6 6 6
 94. 6 6 6 6 6 6 6 6 6 6
 95. 6 6 6 6 6 6 6 6 6 6
 96. 6 6 6 6 6 6 6 6 6 6
 97. 6 6 6 6 6 6 6 6 6 6
 98. 6 6 6 6 6 6 6 6 6 6
 99. 6 6 6 6 6 6 6 6 6 6
 100. 6 6 6 6 6 6 6 6 6 6

UNIT 24

PHRASING PRINCIPLES

189. Words Omitted. Any unimportant word may be omitted where the sense requires its restoration in transcribing:

in the world		here and there	
ought to be		ought to have	
day or two		ought to receive	
more or less		in reply to your	
little or no		for the time being	
one or two		question of time	
week or two		out of the question	
son-in-law		one of the most	
one of our		sooner or later	
in order to see		in a week or two	
some of them		in reference to the matter	
some of those		in regard to the matter	

up to the time		glad to see	
by the way		I am of the opinion	
on the market		in such a manner	
on the subject		kindly let us know	
on the question		in order to prepare	
in the matter		little or nothing	
in the market		one of the best	
hand in hand		in a day or two	
that is to say		on account of the way	
able to say		I should like to have	
more and more		I should like to know	

NOTES: 1. To secure facility in execution, split up long phrases and practice progressively, as, for example, *I should*, *I should like*, *I should like to know*.

2. The use of such expressions as *in reply to your*, *for the time being*, *in regard to the matter*, etc., is to be discouraged. They are not sanctioned by careful writers of English. Nevertheless they are still widely in use in business correspondence, and to prepare students for the kind of dictation they will receive, it is necessary to draw attention to these phrases.

190. READING AND DICTATION PRACTICE

1. 7 1 0 15. n —
 V. W. 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230 1231 1232 1233 1234 1235 1236 1237 1238 1239 1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1255 1256 1257 1258 1259 1260 1261 1262 1263 1264 1265 1266 1267 1268 1269 1270 1271 1272 1273 1274 1275 1276 1277 1278 1279 1280 1281 1282 1283 1284 1285 1286 1287 1288 1289 1290 1291 1292 1293 1294 1295 1296 1297 1298 1299 1300 1301 1302 1303 1304 1305 1306 1307 1308 1309 1310 1311 1312 1313 1314 1315 1316 1317 1318 1319 1320 1321 1322 1323 1324 1325 1326 1327 1328 1329 1330 1331 1332 1333 1334 1335 1336 1337 1338 1339 1340 1341 1342 1343 1344 1345 1346 1347 1348 1349 1350 1351 1352 1353 1354 1355 1356 1357 1358 1359 1360 1361 1362 1363 1364 1365 1366 1367 1368 1369 1370 1371 1372 1373 1374 1375 1376 1377 1378 1379 1380 1381 1382 1383 1384 1385 1386 1387 1388 1389 1390 1391 1392 1393 1394 1395 1396 1397 1398 1399 1400 1401 1402 1403 1404 1405 1406 1407 1408 1409 1410 1411 1412 1413 1414 1415 1416 1417 1418 1419 1420 1421 1422 1423 1424 1425 1426 1427 1428 1429 1430 1431 1432 1433 1434 1435 1436 1437 1438 1439 1440 1441 1442 1443 1444 1445 1446 1447 1448 1449 1450 1451 1452 1453 1454 1455 1456 1457 1458 1459 1460 1461 1462 1463 1464 1465 1466 1467 1468 1469 1470 1471 1472 1473 1474 1475 1476 1477 1478 1479 1480 1481 1482 1483 1484 1485 1486 1487 1488 1489 1490 1491 1492 1493 1494 1495 1496 1497 1498 1499 1500 1501 1502 1503 1504 1505 1506 1507 1508 1509 1510 1511 1512 1513 1514 1515 1516 1517 1518 1519 1520 1521 1522 1523 1524 1525 1526 1527 1528 1529 1530 1531 1532 1533 1534 1535 1536 1537 1538 1539 1540 1541 1542 1543 1544 1545 1546 1547 1548 1549 1550 1551 1552 1553 1554 1555 1556 1557 1558 1559 1560 1561 1562 1563 1564 1565 1566 1567 1568 1569 1570 1571 1572 1573 1574 1575 1576 1577 1578 1579 1580 1581 1582 1583 1584 1585 1586 1587 1588 1589 1590 1591 1592 1593 1594 1595 1596 1597 1598 1599 1600 1601 1602 1603 1604 1605 1606 1607 1608 1609 1610 1611 1612 1613 1614 1615 1616 1617 1618 1619 1620 1621 1622 1623 1624 1625 1626 1627 1628 1629 1630 1631 1632 1633 1634 1635 1636 1637 1638 1639 1640 1641 1642 1643 1644 1645 1646 1647 1648 1649 1650 1651 1652 1653 1654 1655 1656 1657 1658 1659 1660 1661 1662 1663 1664 1665 1666 1667 1668 1669 1670 1671 1672 1673 1674 1675 1676 1677 1678 1679 1680 1681 1682 1683 1684 1685 1686 1687 1688 1689 1690 1691 1692 1693 1694 1695 1696 1697 1698 1699 1700 1701 1702 1703 1704 1705 1706 1707 1708 1709 1710 1711 1712 1713 1714 1715 1716 1717 1718 1719 1720 1721 1722 1723 1724 1725 1726 1727 1728 1729 1730 1731 1732 1733 1734 1735 1736 1737 1738 1739 1740 1741 1742 1743 1744 1745 1746 1747 1748 1749 1750 1751 1752 1753 1754 1755 1756 1757 1758 1759 1760 1761 1762 1763 1764 1765 1766 1767 1768 1769 1770 1771 1772 1773 1774 1775 1776 1777 1778 1779 1780 1781 1782 1783 1784 1785 1786 1787 1788 1789 1790 1791 1792 1793 1794 1795 1796 1797 1798 1799 1800 1801 1802 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818 1819 1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2618 2619 2620 2621 2622 2623 2624 2625 2626 2627 2628 2629 2630 2631 2632 2633 2634 2635 2636 2637 2638 2639 2640 2641 2642 2643 2644 2645 2646 2647 2648 2649 2650 2651 2652 2653 2654 2655 2656 2657 2658

191. WRITING PRACTICE

1. We feel that the extension of the project will not in any way affect the operating costs.

2. The demand for the compound is beyond our power to handle, as the supply of raw products is very limited.

3. I admit that we must admire the way in which he managed his company through a desperate period in its history.

4. We shall attempt to adjust the price of the product to the figure you name, but it is evident that the existing cost of raw products will make this very difficult.

5. Just how the act will affect the sales is hard to predict, but I am almost sure that an adjustment is necessary. The worst feature of the arrangement for the extension of the coast line is that it will greatly reduce, if not exhaust, our present surplus.

6. It is evident from your latest request that you are against the extension of the bond issue, but it is hoped that as a student of finance you will realize that the extension of our operating capital is consistent with modern methods.

7. Stocks and bonds are the two forms of investment most often chosen by the young man or young woman who has heeded the saying we have all heard nearly every day since we were born, that is, "The wise man spends less than he receives."

8. Therefore, when you are ready to start investing it is much the best plan to rely on an investment bank to recommend the type of investment exactly suited to your needs. It will save you a lot of worry and will cost you nothing.

CHAPTER IX

UNIT 25

THE ABBREVIATING PRINCIPLE

192. The application of the abbreviating principle discussed in Chapter I, paragraph 23, many illustrations of which previously have been given, is more or less flexible and depends to a large extent upon the familiarity of the writer with the words and subject matter in the dictation. Note how the principle is applied in the following illustration:

It is possible that the success of the magazine may
make it necessary to change the policy of the association
at the next meeting in Philadelphia sometime in January.

Have you a memorandum of their financial standing?

The February number will contain an original story.

The abbreviating principle is not employed when advantage may be taken of analogical or definite word-building rules, and it should not be employed when easily written word forms are possible without it. A good rule to apply to any word is: When in doubt, write it out.

193. Short Words. In a small but useful group of common words—many illustrations of which have been given throughout this manual in “Brief Forms for Common Words”—the form stops with a diphthong or a strongly accented vowel:

arri(ve)	lou(d)	li(ght)
deri(ve)	sou(th)	pri(vate)
enga(ge)	poo(r)	glo(ry)
stri(ke)	pu(re)	invi(te)
gra(de)	cu(re)	provi(de)
tra(de)	pecu(liar)	procee(d)
dou(bt)	confu(se)	deci(de)
crow(d)	excu(se)	frei(ght)
prou(d)	refu(se)	repe(at)
stoo(d)	beca(me)	opera(te)

194. Long Words. An analysis of hundreds of words shows that the abbreviations of long words fall into three classes, from which the following rules have been established:

195. If there is a longhand abbreviation it is generally used, if it furnishes a distinctive outline, as in the words *amount* (*amt.*), *April* (*Apr.*), *balance* (*bal.*), *memorandum* (*memo.*):

amount (amt.)		R.R.	
balance (bal.)		O.K.	
boulevard (blvd.)		free on board (f.o.b.)	
discount (dis.)		paid (pd.)	
magazine (mag.)		Street* (St.)	
England (Eng.)		horse power (h.p.)	
memorandum* (memo.)		U. S.	
post office (P.O.)		U. S. A.	
equivalent (equiv.)		ultimo (ult.)	
America (Am.)		etc.	

* *Memoranda* is written *mema*; *street* is written *st* only with a street name, otherwise *str.*

196. Write through the accented syllable if the outline is distinctive. Illustrations: *abbrev* for *abbreviate*; *lang* for *language*; *elab* for *elaborate*, etc.:

authent(ic)		leng(th)	
cap(able)		lib(erty)	
certif(icate)		mater(ial)	
conven(ience) conven(ient)		of(fer)	
coop(erate)		orig(inal)	
cus(tom)		pleas(ant)	
depos(it)		pop(ular)	
devel(op)		pol(icy)	
dup(licate)		prej(udice)	
estab(lish)		prin(ciple), prin(cipal)	
finan(cial)		rel(ative)	
illus(tration), illus(trate)		priv(ilege)	
imag(ination), imag(ine)		trav(el)	
lang(uage)		un(ion)	

UNIT 26

THE ABBREVIATING PRINCIPLE

(Continued)

198. Write through the consonant following the accented syllable, if writing through the accented syllable does not give a sufficiently distinctive form.

To illustrate, writing *ab* for the word *absent* would not be sufficiently distinctive, but by writing *abs*, the word is immediately suggested. In context, *can* would not suggest *cancel* or *canvas*, but *cans* and *canv* would furnish perfectly legible forms:

abs(ent)		essential	
abs(ence)		(essensh)	
abso(lute)		freq(uent)	
accomp(lish)		indic(ate)	
appreciate,		journ(al)	
-tion (appresh)		loc(al)	
associa(tion)		splend(id)	
(asosh)		recipr(ocate)	
attit(ude)		num(erous)	
benef(it)		ordin(ary)	
canc(el)		spec(ify)	
corp(oration)			
enthus(iasm)			

perman(ent)		simil(ar)	
promin(ent)		social (sosh)	
pract(ice)		tit(le)	
rend(er)		tot(al)	
separ(ate)		territ(ory)	

OMISSION OF VOWEL BEFORE "SHUN"

199. The vowel is omitted in the terminations *tition*, *tation*, *dition*, *dation*, *nition*, *nation*, *mission*, *mation*:

petition		consolidation	
competition		commission	
station		information	
quotation		permission	
notation		intimation	
edition		definition	
addition		combination	
condition		recognition	
foundation		destination	

200. READING AND DICTATION PRACTICE

1. 4 5 6 7 8 9
 10. 11 12 13 14 15
 16. 17 18 19 20 21
 22. 23 24 25 26 27
 28. 29 30 31 32 33
 34. 35 36 37 38 39
 40. 41 42 43 44 45
 46. 47 48 49 50 51
 52. 53 54 55 56 57
 58. 59 60 61 62 63
 64. 65 66 67 68 69
 70. 71 72 73 74 75
 76. 77 78 79 80 81
 82. 83 84 85 86 87
 88. 89 90 91 92 93
 94. 95 96 97 98 99
 100. 101 102 103 104 105

UNIT 27

COMPOUND WORDS

201. A number of compounds may be obtained by joining brief forms:

any:

be:

ever-y:

here:

there:

where:

soever:

some:

with:

202. KEY TO COMPOUND WORDS

any: anybody, anyone, anywhere, anyhow, anyway.

be: before, beforehand, behindhand, belong, beside, besides.

ever-y: whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.

here: hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.

there: thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.

where: whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.

soever: whatsoever, wheresoever, whensoever, whosoever, whomsoever.

some: somebody, somehow, someone, sometime, somewhat, somewhere.

with: within, withstand, forthwith, notwithstanding.

NOTE: Slight modifications or omissions are made in the forms for *anywhere*, *anyhow*, *hereinafter*, *herewith*, *however*, *sometime*, *somewhere* and the compounds beginning with *every*. These should receive special attention. The form for *notwithstanding* is *not-with-s*.

203. IRREGULAR COMPOUNDS

meanwhile

otherwise

thanksgiving

FIGURES, ETC.

204. After numerals the word *dollars* is expressed by *d*; *hundred* by *n* placed *under* the numeral; *thousand* by *th*; *million* by *m* placed on the line close to the numeral; *billion* by *b*; *pounds* (weight or money) by *p*; *gallons* by *g*; *barrels* by *br*; *bushels* by *bsh*; *feet* by *f*; *francs* by *fr*; *cwt* by *nw*; *o'clock* by *o* placed over the numeral:

\$5		5,000		5,000,000*	
500*		\$5,000		\$5,000,000	
\$500		500,000		5 lbs. (or £5)	

*The sign for *hundred* is placed beneath the figure to distinguish it positively from *million*, which is written beside the figure.

500 lbs. (or £500)	5	5 barrels	5	5 o'clock	5 ^o
£5,000	57	5 bushels	5	500 feet	5
£500,000	57	5 feet	5	5 francs	52
5 gallons	5	5 cwt.	5	500 francs	52

205. The above signs may be used after the article *a* and such words as *per*, *few*, *several*:

a dollar	./	several hundred	5
a pound	7	several hundred dollars	5
a million	. —	a thousand dollars	./
a gallon	5	few thousand dollars	5
per hundred	5	a hundred thousand	5

206. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars, the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to per cent.

\$8.50	five cents	five per cent	five per cent per annum
8 ⁵⁰	5 [']	5,	5 _n

207. READING AND DICTATION PRACTICE

1. n y o u n e e d y
 y e . — i f b (g o o d
 " i n i m y . l m r
 o . v (e f c e l a e
 e s p o r y . l e . h e d o
 h .) c , i n f i r l e
 L e n v) 2 e o y o 2 e
 1 e n f . j . i y , — r o
 o y r i b , d q) r .
 y n 2 d - l e . . b ?
 e e d (t h e m e n t
 1 o b / r e (n e 2 5
 1 1 0 — l o n e r l e
 (1 0 , b (n . - c . c ? , e n
 s o — i n k f . h

208. WRITING PRACTICE

1. A few thousand dollars will be needed to begin the repairs on the bridge at Omaha. It is estimated that the total cost will be about \$50,000.

2. Owing to the strike, the goods are coming through in very poor condition, and many of the shipments must be refused.

3. A trial of the peculiar device showed that it was not capable of developing even approximately the power claimed for it.

4. We are anxious to be invited to the private view of this new establishment, and especially of its elaborate and conspicuously beautiful decorations.

5. We are somewhat accustomed to abbreviating words in writing the English language in longhand. This expedient is especially applicable and convenient in writing shorthand. The principle is capable of great development and offers a ready means of providing short forms for many long words that would otherwise require more elaborate and consequently less fluent outlines.

6. In the Post Office Guide it is suggested that in addressing envelopes the name of the state, written on a line by itself, is more convenient in handling the mail.

7. A peculiar situation has arisen that is likely to prejudice the development and policy of this financial institution.

8. The Reverend Mr. Smith took a conspicuously benevolent attitude toward a policy that was not likely to be successful.

9. A regular feature of the establishment was the inauguration of a fashion show each month.

CHAPTER X

UNIT 28

ANALOGICAL WORD-BEGINNINGS—DISJOINED

209. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line, very close to the remainder of the word:

centr-, center	
contr-, counter	
constr-	
detr-, deter	
distr-, destr-	
electr-, (or electric)	
extr-, exter, (or excl-)	
intr-, inter, enter, (or intel)	
instr-	
retr-	
restr-	

210. KEY TO ANALOGICAL WORD-BEGINNINGS

1. central, center, centralize, centralization, centrifugal.
2. contract, contrary, control, contribute, contrast, counterpart, countersign.
3. construct, construction, constrain, constraint, construe, construed.
4. detriment, detrimental, deteriorate, detract, detraction.
5. destroy, distribute, distribution, distract, distraction.
6. electric, electrical, electrolysis, electric light.
7. extra, extreme, extraordinary, exterior, extricate, exclusive, exclamation.
8. interest, interesting, enter, entered, entertain, interfere, introduce, intelligence.
9. instruct, instruction, instrument, instruments, instrumental.
10. retreat, retract, retraction, retribution, retrieve, retrogression.
11. restrain, restraint, restrict, restriction.

211. In forming the derivatives of words ending in *ct*, as in *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rules given in Chapter VIII), and also in its derivatives:

contracted		instructed	
contractor		instructor	
constructed		instructive	
constructor		extracted	
constructive		restrictive	

detracted

affected

active

defective

effected

detected

effective

detective

ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

212. Some very useful forms are obtained by joining simple syllable characters, such as *in*, *un*, *dis*, *re*, *non*, to the signs for disjoined word-beginnings:

uncontrolled

redistribute

unrestrained

disinterested

uninteresting

indestructible

uninstructed

inextricable

concentration

eccentric

reconstruction

misinterpret

213. READING AND DICTATION PRACTICE

c n t z r e l e
 s s b l l r u e
 o y . f l n e
 v e i x y n e o
 t e r f l e d .
 e p s t b z
 e o . e u d r e l
 w o i e d e s o
 z z n q o e
 z z z l z i y l e
 e o d e i e
 e . e e o e
 z z o z o d e
 e o o o o z y
 . e l r u t l
 e e h t l e y

UNIT 29

214. ANALOGICAL WORD-BEGINNINGS—DISJOINED

(Continued)

agr- aggr-								
ant-								
decl-								
incl-								
magn- (or Mc)								
multi								
over								
para*								
post*								
recl-								
self, circu, circum								
grand								

* The prefix *para* is written above the rest of the word; *post* is written on the line close before the following character.

short, ship	... <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i>
super, supre	<i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i>
susp- suscep	<i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i>
trans	<i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i>
under	... <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i> <i>u</i>

215. KEY TO ANALOGICAL WORD-BEGINNINGS

1. agree, agreeable, agreement, agriculture, aggravate, aggressive, disagree, disagreeable.
2. anticipate, anticipation, antagonize, antecedent, anterior.
3. declare, declaration, decline, declined, declaim, declamation.
4. include, incline, inclination, inclined, inclusion, inclusive, inclement.
5. magnify, magnitude, magnificent, magnet, McNeil.
6. multitude, multiple, multiply, multiplication.
7. over, overlook, overtake, overcoat, overthrow, overcome.
8. paragraph, parallel, paramount, paradise, paralysis, parasite.
9. postage, postal, postmaster, postpone, postman.
10. recline, reclined, reclaim, reclamation, recluse.
11. selfish, self-confident, self-control, circular, circulation, circumstances, circus.
12. grand, grandson, granddaughter, grandmother, grandfather.
13. short, shorter, shorten, shortage, shortly, shortsighted, shipshape, shipwreck, shipyard.
14. superintend, superior, supervise, support, supreme, supremacy, superb, supersede.
15. suspect, suspected, suspicious, suspicion, susceptible, suspend, suspense, suspension. [port, transfix.
16. transact, transacted, transaction, transfer, translation, trans-
17. under, understanding, undertake, understood, underneath, underline, underwrite.

216. ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

(Continued)

self-interest		disinclined	
unselfish		disinclination	
unparalleled		self-contradiction	
unsuspected		unsusceptible	
self-control		untransacted	
unsuspicious		unrestricted	

217. READING AND DICTATION PRACTICE









{ — — — — — } > . 4
) , o o o o o ,
 r b f . , o o , r o
 x o o) r o o } r b
 e o) h , — — —
) z t e r (— — —
 e l , 1 2 3 4 5 6 ,
 (e , r ,) 7 8 9
 — — — — —)
 e o o o o r 2 1 e y —
 t p 1 2 . — — — — —
 t e — — — — —
 h , m , 9 , — — — — —
 o o o (4 1 2 3 4 .
 — — — — —) e o o o
 e o — — — — — 4 5 6 ,

UNIT 30

PHRASING PRINCIPLES

218. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This rule is extended to the words *understand* and *understood* when they are preceded by a pronoun, a brief form, or a short phrase form:

misunderstand		I understand	
misunderstood		I do not understand	
I understood		I cannot understand	
we understood		thoroughly understood	

219. The words *extra*, *enter*, *over*, *under*, *short*, *center*, *counter*, *agree*, *grand* are expressed by the prefixal forms placed over the next word:

extra discount		under consideration	
enter the		extra fare	
enter into		short time	
over the		center line	
under any		agree with you	

220. The word *done* is expressed by the *den* blend in many phrases:

have done		will be done	
has been done		would be done	
has done		should be done	

221. In many phrases the word *than* is expressed by *n*:

quicker than		rather than	
better than		nearer than	
sooner than		greater than	

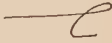
222. Many useful business phrases may be secured by slightly modifying the form for *us*:

give us		to us	
tell us		let us	
write us		mail us	

223. In many phrases *department* is expressed by a disjoined *d*:

credit department		purchasing department	
shipping department		accounting department	

224. In a number of phrases the word forms are modified or a word is omitted where the grammatical construction of the sentence would compel its restoration when transcribing:

of course		whether or not	
at once		at all events	
at any rate		to some extent	
great deal		to a great extent	
I always		to such an extent	
on hand		at the same time	
as follows		in other words	
whole lot		once in a while	
one another		in my opinion	
day's sight		in the first place	
do you know		as soon as possible	
great pleasure		as a matter of fact	
your order		on account of the fact	
first class		over and over again	

225. READING AND DICTATION PRACTICE

U. J. b. . e l s
e n n. i s o l s
s e e f f r o s. r
p r r o r n o
c l . b o n n. r f
p e e e f a e
z z n n. r o s
n e i e f f y s.
r p z n f. e e f o
e n n } o c o s o r
r t o e f f i n f e
z n d b e y z - e. o
e e . f r e a n
b i z n z n n. o
s r b o z n z

226. WRITING PRACTICE

1. The supreme test of his intelligent understanding of the transaction was revealed in his superior statement regarding it.

2. A shortage in the shipment was discovered by the superintendent, who immediately took the matter up with his superior.

3. We suspect that the error in judgment was due entirely to his susceptible and unsuspicious nature, as well as to his shortsightedness.

4. We shall not overlook his tendency to overcharge our batteries, something that will be overcome by the simple expedient of giving the undertaking to McLain.

5. The instructor attempted to restrain his students from further controversy about the peculiar effects of electrolysis, to say nothing of the heated discussion about centrifugal and centripetal forces.

6. His disinterested attitude led to an unparalleled controversy.

7. Mr. McFadden seemed disinclined to enter into the agreement owing to the aggressive policy and the superior air of the gentlemen representing the Paramount Overcoat Corporation.

8. The transfer of the contract may be easily effected, but I am inclined to think that it will be disadvantageous.

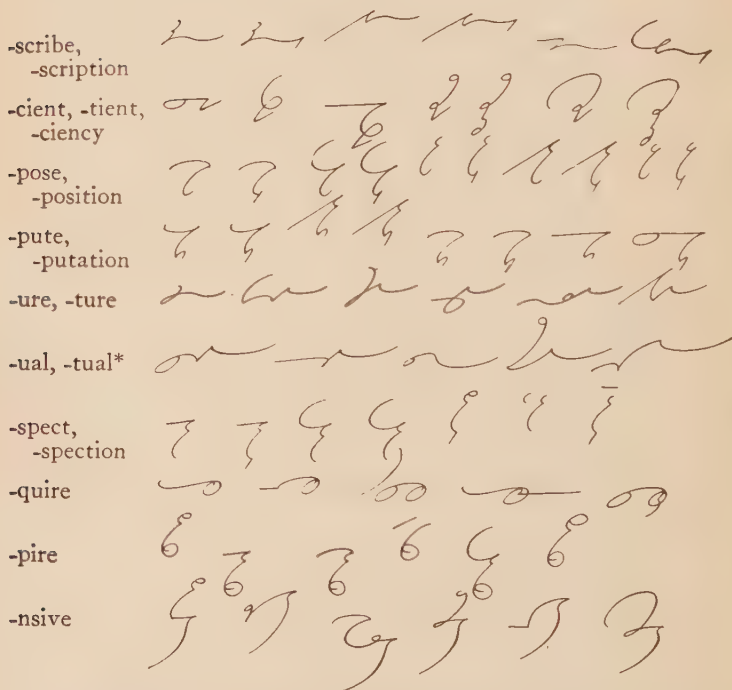
9. Both the interior and exterior finishes were designed by Mr. McLaren, of McLaren, McNamara & McIntyre.

10. The reconstruction of the dam was opposed by a multitude of citizens because of the extraordinary declivity of the adjacent walls of the cliff, which would necessitate much extra construction.

CHAPTER XI

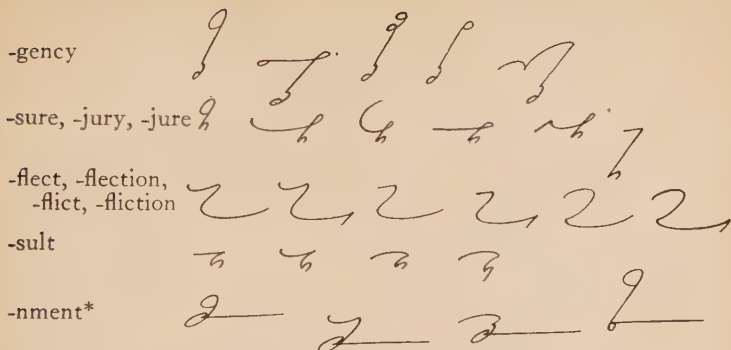
UNIT 31

227. ANALOGICAL WORD-ENDINGS—JOINED



* The termination *ually*, as in *mutually*, is expressed by the loop.

NOTE: Occasionally a disjoined prefix precedes a joined suffix, as in *circumspect*, *introspect*, in which case the disjoined sign is written above.



* The "jog" is omitted in the termination *-nment*.

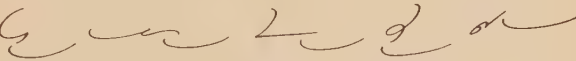
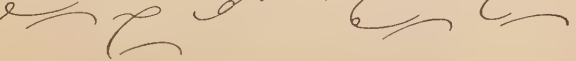
228. KEY TO ANALOGICAL WORD-ENDINGS

1. subscribe, subscription, describe, description, inscribe, prescription. [ficiency.
2. ancient, patient, impatient, efficient, efficiency, deficient, de-
3. compose, composition, propose, proposition, suppose, supposition, dispose, disposition, oppose, opposition.
4. repute, reputation, dispute, disputation, compute, computation, impute, amputation.
5. secure, picture, feature, nature, creature, departure.
6. actual, mutual, equal, eventual, continual.
7. inspect, inspection, prospect, prospective, expectation, circumspect, introspection.
8. require, inquire, acquire, requirement, acquires.
9. expire, inspire, conspire, transpire, perspire, aspire.
10. expensive, extensive, comprehensive, offensive, intensive, defensive.
11. agency, emergency, exigency, urgency, contingency.
12. assure, leisure, pressure, measure, treasure, injure.
13. reflect, reflection, inflict, infliction, conflict, confiction.
14. insult, result, consult, consultation.
15. assignment, refinement, consignment, adjournment.

UNIT 32

ANALOGICAL WORD-ENDINGS—DISJOINED

230. In most of the disjointed word-endings the vowel preceding the ending is understood, as in *art(i)cle*, *barn(a)cle*, *dom(e)stic*, *cal(a)mity*, *extr(e)mity*, *auth(o)-rity*, *sec(u)rity*:

-ical, icle, -acle	
-tic, -tical, -tically	
-lity	
-ulate, -ulation	
-bility	
-city	
-logy, -logical	
-rity	
-fication	
-ograph-y	
-egraph-y	
-gram, -grim	

-ward*	V V V H e / b / p b //
-hood,	
-ship	L, r, n, u, d, f, r, b,
-mental	V — — — — —
-mity,	e / d / e / d
-nity	
-stic	(r or r / e / d / r

* In the words *forward*, *afterward*, *upward*, *backward* the suffix is joined; in other words, it is disjoined.

231. KEY TO ANALOGICAL WORD-ENDINGS

1. article, practical, physical, musical, medical, technical.
2. politic, political, politically, critic, critical, critically.
3. personality, locality, formality, facility, utility.
4. formulate, formulation, speculate, speculation, regulate, regulation.
5. possibility, ability, sensibility, nobility, reliability, adaptability, visibility.
6. capacity, simplicity, ferocity, tenacity, scarcity, sagacity, electricity.
7. psychology, apology, analogy, physiology, theology, zoology, genealogy, mineralogy.
8. authority, majority, prosperity, security, sincerity, popularity, minority.
9. classification, specification, modification, notification, qualification, justification.
10. phonograph, photography, geography, lithography, stenography, typography, typographic.

11. telegraph, telegraphy, telegrapher, telegraphic, calligraphy.
12. telegram, cablegram, radiogram, pilgrim, program.
13. forward, afterward, upward, backward, reward, boyhood, neighborhood, childhood.
14. friendship, kinship, worship, courtship, hardship, township, partnership.
15. fundamental, ornamental, supplemental, experimental, temperamental.
16. calamity, extremity, serenity, divinity.
17. domestic, artistic, drastic, elastic, fantastic.

232. READING AND DICTATION PRACTICE

6 2 1 0 6 1 0 0 0 0
 4 6 0 6 1 0 0 0 0
 1 0 1 0 0 0 0 0 0
 6 6 0 0 0 0 0 0 0
 1 0 1 0 0 0 0 0 0
 1 0 1 0 0 0 0 0 0
 1 0 1 0 0 0 0 0 0
 1 0 1 0 0 0 0 0 0
 1 0 1 0 0 0 0 0 0

L b o m l (r) —
 m i o g e y l u m m a
 c e e v i p k . m , u
 u b o m 2, 5 l, - l
 e j . o , - y l (d e l ,
 . p e e b r e m . r r l
 m s l , l - i e 4 - 1 y o ,
 a - 2 o . (b o b a l
 . d e l y y , o r g . -
 o , a r o b y o f . 2
 u b s 2 , 7 b - e > e .
 - o o r y , 1 , 2 - r
 j e u e b { > , l , 1 o
 a , e . e o s p e m , e
 - V e , - a l b l , - V
 o , e o u 1 j ,

UNIT 33

INITIALS

233. As there is no context to initials, accuracy in writing them is of prime importance:

A 	H 	O 	V 
B 	I 	P 	W 
C 	J 	Q 	X 
D 	K 	R 	Y 
E 	L 	S 	Z 
F 	M 	T 	
G 	N 	U 	

234. Many writers prefer to write initials in long-hand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith



C. D. Brown



E. F. Jones



INTERSECTION

235. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them that will be brief and yet absolutely distinctive. Very often the writing of one character through another will meet the exigency. The following are useful examples:

A. D.		Associated Press	
A. M.		Democratic party	
P. M.		Republican party	
C. O. D.		political party	
price list		Baltimore & Ohio (B. & O.)	
list price		New York Central	
vice versa		Michigan Central	
bank draft		Illinois Central	
order blank		endowment policy	

Grand Trunk



indemnity policy



selling price



Canadian Pacific



market price



Northern Pacific



Union Pacific



application blank



School Board



bond and mortgage



member banks

chairman of the
board

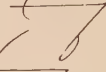
curb market

Federal Reserve
Board

stock market



Board of Managers



Great Britain

Board of Manage-
ment

inclosed blank



commercial paper



General Manager



account current

Assistant General
Manager

chattel mortgage



bills payable

certificate of
deposit

bills receivable



commercial draft



profit and loss



Board of Education



Board of Trade



Chamber of Commerce



237. WRITING PRACTICE

1. It transpired that he did not aspire to the office himself but was conspiring to overthrow the incumbent.

2. Intensive study of the actual conditions of the conflict ought to make it possible to prevent the recurrence of this emergency.

3. Without a considerable body of experimental data it is impossible to formulate physiological rules with reliability.

4. In the extremity, the sublimity and nobility of his character were revealed with inspiring clarity.

5. The floods were a national calamity in which thousands were injured, to say nothing of the financial losses inflicted on all the people in that territory.

6. It will probably require the services of many stenographers to answer all the inquiries about the branches of this extensive business, and I myself shall take care of those of great urgency.

7. One of the finest things a teacher can do is to inspire the student to make proper use of his leisure time, to give some time to reflection and thought.

8. Nobility of thought, adaptability of ideas, and generosity of nature—these are the fundamental requisites for those who would have the real rewards of life.

9. His phraseology seems to call for an apology on his part; the other members of the partnership were not backward in sending him a notification to that effect.

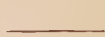
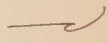
10. He employed all his great ability in writing an interesting article on the politics of this locality. As he wrote with authority, and had every justification for what he said, his article had a certain degree of popularity with the majority.

CHAPTER XII

UNIT 34

STATES AND TERRITORIES

238. The abbreviations used in the following list are those adopted by the Post Office Department:

Ala.		Hawaii		Minn.	
Alaska		Idaho		Miss.	
Ariz.		Ill.		Mo.	
Ark.		Ind.		Mont.	
Calif.		Iowa		Nebr.	
Colo.		Kans.		Nev.	
Conn.		Ky.		N. H.	
Del.		La.		N. J.	
D. C.		Maine		N. Mex.	
Fla.		Md.		N. Y.	
Ga.		Mass.		N. C.	
Guam		Mich.		N. Dak.	

Ohio	<i>u</i>	R. I.	<i>o</i>	Vt.	<i>1</i>
Okla.	<i>no</i>	S. C.	<i>re</i>	Va.	<i>2</i>
Oreg.	<i>e</i>	S. Dak.	<i>so</i>	Wash.	<i>3</i>
Pa.	<i>6</i>	Tenn.	<i>l</i>	W. Va.	<i>2</i>
P. I.	<i>lo</i>	Tex.	<i>u</i>	Wis.	<i>2</i>
P. R.	<i>4</i>	Utah	<i>oo</i>	Wyo.	<i>2.</i>

PRINCIPAL CITIES OF THE UNITED STATES

239. The following names of cities are arranged in the order of their population:

New York	<i>u</i>	Boston	<i>1</i>
Chicago	<i>h</i>	Pittsburgh	<i>6</i>
Philadelphia	<i>2o</i>	San Francisco	<i>3</i>
Los Angeles	<i>46</i>	Buffalo	<i>5</i>
Detroit	<i>o</i>	Washington	<i>3</i>
Cleveland	<i>ny</i>	Milwaukee	<i>e</i>
St. Louis	<i>ns</i>	Newark	<i>u</i>
Baltimore	<i>h</i>	Minneapolis	<i>l</i>

New Orleans Atlanta Cincinnati Akron Kansas City Birmingham Seattle Omaha Indianapolis Dallas St. Paul San Antonio Portland Syracuse Louisville Worcester Jersey City Richmond Rochester Memphis Toledo New Haven Columbus Dayton Denver Norfolk Providence Youngstown Houston Hartford Oakland Ft. Worth 

Tulsa



Camden



Grand Rapids



Fall River



Oklahoma City



Wilmington



Bridgeport



Cambridge



Miami



Yonkers



Long Beach



Albany



Des Moines



San Diego



Springfield



New Bedford



Flint



Lowell



Paterson



Reading



Scranton



Duluth



Erie



Elizabeth



Jacksonville



Canton



Nashville



El Paso



Trenton



Spokane



Salt Lake City



Tacoma



240. READING AND DICTATION PRACTICE

[Handwritten cursive script]

UNIT 35

NAME TERMINATIONS

241. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; *ford*, by *fd*; *ington*, by a disjoined *tn*; and *ingham*, by a disjoined *m*:

Harrisburg

Davenport

Petersburg

Newport

Fitchburg

Shreveport

Newburgh

Oxford

Danville

Rockford

Zanesville

Milford

Evansville

Kensington

Knoxville

Arlington

Pittsfield

Birmingham

Plainfield

Nottingham

NOTE: A distinction between *ton* and *town* is made as follows:

Johnston

Johnstown

Charleston

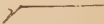
Charlestown

242. The names of cities and states often may be joined:

Buffalo, N. Y.		St. Louis, Mo.	
St. Paul, Minn.		Rochester, N. Y.	
Boston, Mass.		Baltimore, Md.	
Detroit, Mich.		Memphis, Tenn.	
Chicago, Ill.		Louisville, Ky.	
Denver, Colo.		Minneapolis, Minn.	
Omaha, Nebr.		Washington, D. C.	

"STATE OF" JOINED

243. When the words "State of" precede the name of a state, omit *of* and join the words, if convenient:

State of N. Y.		State of Mass.	
State of Nebr.		State of Pa.	
State of Ill.		State of La.	
State of N. J.		State of Ga.	
State of Miss.		State of Minn.	

244. CANADIAN PROVINCES AND CITIES

(Including Newfoundland and Labrador)

Prince Edward
Island

loo

Edmonton



Nova Scotia

zn

Hamilton



New Brunswick

t

London



Quebec

z

Montreal



Ontario

z

Ottawa



Manitoba



Peterboro



Saskatchewan

zg

Regina



Alberta



St. John



British Columbia



Saskatoon



Yukon



Toronto



N. W. Territories



Vancouver



Labrador



Victoria



Newfoundland



Windsor



Brantford



Winnipeg



Calgary



Saint John's



245. READING AND DICTATION PRACTICE

U: 1 on 1 — — — — —
 23 4. 5 6 7 8 9 10
 11, 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 32 33 34 35 36 37 38
 39 40 41 42 43 44 45
 46 47 48 49 50 51 52
 53 54 55 56 57 58 59
 60 61 62 63 64 65 66
 67 68 69 70 71 72 73
 74 75 76 77 78 79 80
 81 82 83 84 85 86 87
 88 89 90 91 92 93 94
 95 96 97 98 99 100

UNIT 36

A SHORT VOCABULARY

246. This short vocabulary will be a valuable addition to the equipment of every shorthand writer. Though many of these words are not of high frequency, it will be seen at a glance that they are of sufficient importance to warrant study. Many of them are written according to the abbreviating principle:

A abandon 

abstract 

abundant 

accommodation 

accurately 

affidavit 

afford 

alphabet 

ambassador 

American 

application 

approval 

argument 

assist 

assistance 

Atlantic 

attorney 

authoritative 

automobile 

avoid 

B benevolent 

bookkeeper 

bookkeeping		cultivate	
C celebrate		curious	
Christmas		D deceive	
citizen		default	
civil		defendant	
clerk		degenerate	
comfort		democrat	
compare		designate	
comparative		disagreement	
consequent, consequence		disappoint	
conclude		discuss	
conclusion		distinct	
Congress		distinguish	
connect		disturb	
conspicuous		doctrine	
criticism		drop	

E elaborate		I inaugurate	
emphasize		independent, independence	
energy		indispensable	
English		iron	
entitle		J junior	
execute		jurisdiction	
F familiar		jury	
fault		L legislate	
fortune		legislation	
frantic		legislative	
fulfill		legislator	
G glorious		legislature	
God		likewise	
H headquarters		literary	
husband		literature	
hydraulic		litigation	

	locate			partial	
	luxury			passenger	
M	merchant			persecute	
	messenger			plaintiff	
	misdemeanor			practice	
	mortgage			probability	
N	neglect			prosecute	
	negligence			publication	
	negligent			punctual	
	negotiate			pupil	
	novelty		Q	qualify	
O	observe		R	remainder	
	obstruct			resignation	
	obvious		S	salesman	
	occupy, occupation			scarce	
P	parcel			secretary	

signature sympathy significant,
significance T testimonial silence testimony specify text specific 

U unavoidable

society universal subordinate V variety subsequent verdict substantial W warehouse substitute wholesale succeed wife 

248. WRITING PRACTICE

1. Of the 61 aircraft-production establishments reporting to the U. S. Department of Commerce in 1927, 15 were located in New York; 9 each in California and Michigan; 4 each in Illinois, Missouri, and Ohio; 3 each in New Jersey and Pennsylvania; 2 in Maryland; and 1 each in Colorado, Connecticut, Iowa, Kansas, Nebraska, Virginia, Washington, and Wisconsin.

2. There were 4,134 civilian-owned aircraft, including balloons, airplanes, and airships. California led with more than 600; New York second with 387; Illinois, 350; Michigan, 291; Texas, 261; Pennsylvania, 212; Ohio, 231; and Missouri, 216.

3. Air mail is rapidly securing the business that always goes to the fastest method of transportation. Illustrative of the difference in transportation time between train and air-mail planes is the following schedule: New York to San Francisco, train 83 hours, air mail 31 hours; Chicago to New York, train 20 hours, air mail 9 hours; St. Paul to Dallas, train 37 hours, air mail 17 hours; Boston to Cleveland, train 16 hours, air mail 8 hours; Los Angeles to St. Louis, train 60 hours, air mail 26 hours.

4. The average rise and fall of tide at the important American seaports is as follows: Baltimore, 1 foot, 2 inches; Boston, 9 feet, 7 inches; Galveston, 1 foot; New Orleans, none; New York, 4 feet, 5 inches; Philadelphia, 5 feet, 2 inches; San Francisco, 3 feet, 11 inches; and Washington, D. C., 2 feet, 11 inches.

5. The English lady was obliged to abandon her plan to celebrate Christmas on this side of the Atlantic with her son, who was a Junior at college.

6. It is obvious that failure to observe the terms of the mortgage constitutes a default in the agreement.

7. The well-nigh universal and wholesale use of the automobile has added greatly to the comfort and luxury of living.

8. The merchant notified his salesmen that all the goods stored in the warehouse were to be put on sale.

9. Three classes of employees were affected by the notice—secretaries, bookkeepers, and general clerks.

10. In consequence of the disagreement between the plaintiff and his attorney the jury heard no testimony that day.

11. It was a distinct disappointment to the distinguished literary light not to be included on the program.

12. The messenger made a frantic effort to locate the parcel containing the testimonials regarding the texts.

INDEX*

A		Par. Unit		Blends (Continued),		Par. Unit	
Abbreviating principle.....	23	2		-tain expressed by <i>ten</i>	155	19	
illustration of.....	192	25		<i>ted, ded, det</i>	26	3	
not employed.....	192	25		<i>ten, den</i>	153	19	
outline based on longhand				<i>ten</i> used in preference to <i>ent</i>	156	19	
abbreviation.....	195	25		<i>tem, dem</i>	153	19	
outline written through,				<i>xes</i>	57	6	
accented syllable.....	196	25			2	1	
consonant following ac-					23	2	
cented syllable.....	198	26			29	3	
short words.....	193	25			41	4	
Affix (<i>see</i> Suffix)					53	5	
<i>After, af</i> as prefix.....	42	4			60	6	
Alphabet, facing page 1 (<i>see</i>					69	7	
<i>also</i> Consonants; Vowels)					75	8	
initials.....	233, 234	33		Brief forms.....	88	9	
<i>Alter</i> -, root form same though					95	10	
pronunciation changes....	183	23			102	11	
Angles (<i>see</i> Circles)					109	12	
					115	13	
					122	14	
					130	15	
					138	16	
					143	17	
					150	18	
				adding <i>er, or</i>	76	8	
				as prefixes.....	42	4	
					61	6	
				chart of (<i>see</i> front lining			
				pages)			
				derivative drill.....	186	23	
				past tense.....	59	6	
				plurals (<i>see</i> S)			
				<i>Bushels</i> , expressed by <i>bsh</i> ...	204	27	
					24	2	
				Business abbreviations....	44	4	
					142	17	

*Index of Brief Forms follows the general index.

For prefixes, suffixes, and words used in phrases see under "Prefixes," "Suffixes," and "Phrasing."

C		Par. Unit		Par. Unit	
Canadian provinces and cities.....	244	35	Contractions,		
Capitalization.....	5	1	<i>don't</i>	159	19
<i>Cents</i> , expressed by <i>s</i>	206	27	<i>n't</i>	149	18
Circles (<i>see also</i> Reversing principle; Vowels)			- <i>ct</i> and derivatives, omitted.....	211	28
at beginning or end,			Curves (<i>see also</i> Blends)		
of single curve.....	11	1	circles joined to (<i>see</i> Circles)		
of single straight stroke.....	12	1	combinations,		
between opposite curves.....	18	2	<i>br</i> and <i>bl</i>	38	4
between straight strokes in same direction.....	17	2	<i>fr</i> and <i>fl</i>	39	4
outside angles.....	14	2	<i>gr</i> and <i>kl</i>	20	2
<i>s</i> joined to (<i>see</i> <i>S</i>)			<i>kr</i> and <i>gl</i>	19	2
straight strokes and curves			<i>pr</i> and <i>pl</i>	37	4
joined without angle.....	15	2	<i>rk</i> and <i>lk</i>	21	2
Cities,			<i>s</i> joined to (<i>see</i> <i>S</i>)		
and states phrased.....	242	35	<i>Cwt.</i> , expressed by <i>nw</i>	204	27
Canadian.....	244	35	D		
terminations.....	241	35	<i>D</i> (<i>see</i> Insertion, consonants; Omission, consonants)		
United States.....	239	34	Days of week.....	137	16
Complimentary closings.....	24	2	Dear Sir, etc.....	24	2
	44	4		44	4
	142	17		142	17
Compound prefixes (<i>see</i> Prefixes)			Derivatives (<i>see also</i> Past tense; Prefixes; Suffixes)		
Compound suffixes (<i>see</i> Suffixes)			<i>alter</i> , root form same though pronunciation changes.....	183	23
Compound words.....	54	5	brief forms,		
irregular.....	201	27	adding <i>er</i> , or.....	76	8
	203	27	drill.....	186	23
Consonants,			past tense.....	59	6
combinations.....	36	4	compounds,		
(<i>see also</i> Blends; Curves)			<i>after</i> expressed by <i>af in.</i>	42	4
<i>k, g, r, l, n, m, t, d, h, th</i>	2	1	<i>any, be, ever-y, here, there,</i>		
<i>ng, nk</i>	105	12	<i>where, -soever, some,</i>		
omission of (<i>see</i> Omission)			<i>with</i>	201	27
<i>p, b, f, v, ch, j, sh, s</i>	34	4	<i>every</i> expressed by <i>ev in.</i>	42	4
<i>x</i> and <i>xes</i>	57	6	irregular.....	203	27
<i>z</i> , distinguished from <i>s</i>	47	5	- <i>ct</i>	211	28
			initial vowel not required		
			in compound prefixes.....	129	15

M		Par. Unit		Par. Unit	
Million, expressed by <i>m</i>	204	27	Omission (<i>Continued</i>)		
Money, (<i>see</i> Figures)			vowels (<i>continued</i>)		
Months	137	16	circle, from diphthong <i>u</i>	121	14
N			<i>e</i> , <i>i</i> before <i>nt</i> , <i>mt</i> blends	134	16
Negative forms, words beginning with <i>un-</i> , <i>in-</i> , <i>im-</i>	107	12	in phrasing (<i>see</i> Phrasing)		
Numerals (<i>see</i> Figures)			in <i>-tion</i> , etc.	199	26
O			indicated by jog between horizontal straight strokes	125	15
O-Hook (<i>see</i> Hooks)			initial, in compound prefixes	129	15
O'clock, expressed by <i>o</i>	204	27	minor of two consecutive	121	14
Omission,			obscure or neutral	16	2
consonants (<i>see also</i> Insertion, consonants)			<i>-sume</i>	126	15
<i>d</i> ,			<i>-tain</i>	155	19
immediately preceding <i>m</i> or <i>v</i>	180	23	<i>ŭ</i> and <i>ow</i> before <i>n</i> and <i>m</i>	124	15
when slightly enunciated	178	23	<i>u</i> before straight down strokes	124	15
in phrasing (<i>see</i> Phrasing)			words (<i>see</i> Phrasing)		
<i>r</i> (<i>see also</i> Reversing principle)			<i>OO</i> -Hook (<i>see</i> Hooks)		
in <i>ar</i> , <i>er</i> , <i>or</i> , <i>ir</i>	165	20	<i>-or</i> , expressed by reversed circle	{ 72	8
<i>t</i> ,				{ 76	8
after <i>k</i> , <i>p</i> , <i>den</i>	175	22	P		
after <i>s</i>	174	22	Past tense	{ 59	6
<i>-ct</i> , and derivatives	211	28		{ 182	23
<i>-tern</i> , <i>-dern</i> expressed by <i>ten</i>	166	20	<i>-ct</i>	211	28
<i>-ther</i> expressed by <i>th</i>	168	20	<i>ld</i>	136	16
<i>worth</i> expressed by <i>ŭth</i>	167	20	<i>Per cent</i> , expressed by <i>s</i>	206	27
<i>-worthy</i> expressed <i>thŭ</i>	167	20	<i>Per cent per annum</i> , expressed by <i>sn</i>	206	27
vowels (<i>see also</i> Insertion, Vowels)			Phrasing	4	1
<i>ain</i> <i>admire</i> , <i>advise</i> ,			<i>able</i> , after <i>be</i> or <i>been</i> , expressed by <i>a</i>	86	9
<i>ain</i> <i>avoid</i> , <i>assist</i> , <i>energy</i>	246	36	<i>admire</i> , <i>advise</i> , <i>advice</i> , <i>advance</i>	181	23
<i>advice</i> , <i>advance</i>	181	23	<i>as</i> , when repeated, expressed by <i>s</i>	85	9
<i>baggage</i> distinguished from <i>package</i>	170	21	<i>been</i> after <i>have</i> , <i>has</i> , <i>had</i>	43	4

	Par. Unit		Par. Unit
Phrasing (<i>Continued</i>)		Phrasing (<i>Continued</i>)	
blended phrases.....	157 19	before <i>o, r, l</i>	84 9
<i>do not</i> following pronoun.....	158 19	<i>understand, understood</i>	218 30
<i>don't</i> distinguished		<i>us</i> expressed by <i>s</i>	222 30
from.....	159 19	word modification, <i>ago</i> ,	
<i>done</i> expressed by <i>den</i>	220 30	<i>early, few, him, hope</i> ,	
<i>not</i> following <i>was, is</i>	149 18	<i>sorry, want, sure, pos-</i>	
contraction <i>n't</i>	149 18	<i>sible</i>	171 21
chart of (<i>see back lining</i>		Plurals (<i>see S</i>)	
pages)		<i>Pounds</i> , expressed by <i>p</i>	204 27
cities and states.....	242 35	Prefixes,	
complimentary closings {	24 2	<i>after</i> expressed by <i>af</i>	42 4
and salutations..... {	44 4	<i>agr-, ant-, decl-, incl-</i> ,	
	142 17	<i>magn-, Mc-, multi-</i> ,	
<i>department</i> expressed by <i>d</i>		<i>over-, para-, post-, recl-</i> ,	
disjoined.....	223 30	<i>self-, circu-, circum-</i> ,	
general principles.....	30 3	<i>grand-, short-, ship-</i> ,	
<i>had</i> following a pronoun.....	148 18	<i>super-, susp-, suscep-</i> ,	
in figures..... {	204 27	<i>trans-, under-</i>	214 29
	205 27	<i>be-, de-, re-, dis-, mis-</i>	145 18
intersection.....	235 33	<i>de</i> before <i>k, g</i>	146 18
long phrases, acquiring fa-		<i>re</i> before <i>k, g, r, l, n, m</i> ,	
cility in writing.....	189 24	<i>t, d</i>	147 18
<i>misunderstand, misunder-</i>		brief forms as..... {	42 4
<i>stood</i>	218 30		61 6
<i>not</i> ,		<i>con-, com-, coun-, cog-</i> ex-	
<i>do not</i> following pronoun.....	158 19	pressed by <i>k</i>	80 9
<i>don't</i> distinguished		<i>comm, conn</i>	81 9
from.....	159 19	<i>con, com</i> followed by	
following <i>was, is</i>	149 18	vowel or by <i>r</i> or <i>l</i> ..	81 9
contraction <i>n't</i>	149 18	derivatives,	
omission, unimportant		compound disjoined.. {	212 28
words.....	189 24		216 29
prefixal phrases.....	219 30	initial vowel not re-	
special phrase forms.....	224 30	quired.....	129 15
<i>state of, joined</i>	243 35	compound joined.....	129 15
<i>than</i> expressed by <i>n</i>	221 30	initial vowel not re-	
<i>they</i> , sometimes expressed		quired.....	129 15
by <i>th</i>	23 2	<i>en-, in-, un-, em-, im-, ex-</i>	106 12
<i>to</i> expressed by <i>t</i> ,		<i>for-, fore-, fur-</i>	170 21
before downstroke.... {	62 6	angle before <i>r</i> or <i>l</i>	170 21
	84 9		

	Par.	Unit		Par.	Unit
Prefixes (<i>Continued</i>)			Reversing principle (<i>Continued</i>)		
disjoined before vowel.	170	21	between downward character and forward straight stroke.	161	20
negative forms of words			between horizontal and upward stroke.	163	20
beginning with <i>un-</i> ,			between straight strokes in same direction.	71	8
<i>in-</i> , <i>im-</i>	107	12	circle for vowel sound in <i>ur</i>	72	8
<i>over-</i> , also brief form.	41	4	circle placed above next stroke following <i>p</i> , <i>b</i>	161	20
<i>per</i> , <i>pro</i> , <i>pur</i>	127	15	<i>-ly</i> after final reversed circle	82	9
<i>o</i> inserted before upward character or <i>k</i>	128	15	<i>s</i> ,		
<i>tr</i> group— <i>centr-</i> , <i>contr-</i> , <i>constr-</i> , <i>detr-</i> , <i>distr-</i> , <i>electr-</i> , <i>extr-</i> , <i>intr-</i> , <i>intel-</i> , <i>instr-</i> , <i>retr-</i> , <i>restr-</i>	209	28	added to final reversed circle.	74	8
<i>ul-</i> , <i>al-</i> , <i>sub-</i>	183	23	in <i>ser</i> , <i>sar</i>	164	20
<i>alter</i> , root form same though pronunciation changes.	183	23	<i>th</i> in <i>ther</i> , <i>thir</i>	164	20
<i>sub-</i> ,			Right motion (<i>see</i> Writing motion)		
disjoined before circle.	185	23			
followed by <i>r</i> , <i>l</i> , <i>ch</i> , <i>j</i> or a hook.	184	23	S		
<i>under-</i> , also brief form.	53	5	<i>S</i>	34	4
used as words.	219	30	added to final reversed circle.	46	5
Provinces, Canadian.	244	35	added to final reversed circle.	74	8
Punctuation.	5	1	<i>-city</i>	230	32
			combination <i>us</i>	93	10
R			distinguished from <i>z</i>	47	5
<i>R</i> ,			in phrases (<i>see</i> Phrasing)		
omission (<i>see</i> Omission, consonants)			<i>-ings</i> , disjoined.	106	12
reversing principle (<i>see</i> Reversing principle)			initial, followed by consonant.	48	5
Reading and dictation practice (<i>see</i> final page of each unit)			joinings,		
Reversing principle,			between strokes, before and after circles.	51	5
adding <i>er</i> , or to brief form after straight stroke.	76	8	initial and final,		
before and after straight strokes.	71	8	before and after <i>p</i> , <i>b</i> , <i>r</i> , <i>l</i> ; after <i>t</i> , <i>d</i> , <i>n</i> , <i>m</i> , <i>o</i> ; all other cases.	49	5
			intervening circle does not change motion.	49	5

	Par. Unit			Par. Unit	
S (Continued)			Suffixes (Continued)		
modified for <i>x</i>	57	6	<i>baggage</i> distinguished		
plurals,			from <i>package</i>	170	21
added to final reversed			<i>-ical, -tic, -tical, -tically,</i>		
circle.....	74	8	<i>-lity, -ulate, -ulation,</i>		
brief forms.....	55	5	<i>-bility, -city, -logy,</i>		
ending in circle.....	83	9	<i>-logical, -rity, -fication,</i>		
ending in <i>s</i>	55	5	<i>-ograph-y, -egraph-y,</i>		
final loop.....	83	9	<i>-gram, -grim, -hood,</i>		
reversed before straight			<i>-ward, -ship, -mental,</i>		
line in <i>ser, sar</i>	164	20	<i>-mity, -nity, -stic</i>	230	32
<i>self-, circu-, circum-</i>	214	29	<i>-ingly, -ings</i>	106	12
<i>-self</i> joined.....	170	21	<i>-less</i> , expressed by <i>l</i>	183	23
<i>ses</i>	52	5	<i>-ly, -ily, -ally</i> , expressed by		
modified.....	52	5	circle and loop.....	80	9
<i>sub-</i> ,			after final circle.....	82	9
disjoined.....	185	23	after final <i>i</i>	116	13
joined.....	183	23	<i>-ment; -ble; -ple</i> (only in		
written contrary to rule.....	184	23	words given).....	127	15
<i>sw</i> and a circle.....	99	11	<i>-scribe, -scription, -cient,</i>		
used with figures.....	206	27	<i>-tient, -ciency, -pose,</i>		
<i>xes</i>	57	6	<i>-position, -pute, -puta-</i>		
Salutations.....	{		<i>-tion, -ure, -ture, -ual,</i>		
	24	2	<i>-tual, -spect, -spection,</i>		
	44	4	<i>-quire, -pire, -nsive,</i>		
	142	17	<i>-gency, -sure, -jure,</i>		
States and territories.....	238	34	<i>-flect, -flection, -sult,</i>		
cities and, phrased.....	242	35	<i>-nment, -ually</i>	227	31
<i>state of</i> phrased.....	243	35	<i>-sume</i> expressed by <i>sm</i>	126	15
Straight strokes,			<i>-tain</i> expressed by <i>blend</i>	155	19
circles joined to (<i>see</i> Circles)			<i>-ther</i> expressed <i>th</i>	168	20
<i>s</i> joined to (<i>see</i> S)			<i>-thing</i> expressed by <i>dot</i> ...	54	5
<i>Sub-</i> (<i>see</i> S)			<i>-tion</i> expressed by <i>sh</i>	58	6
Suffixes,			<i>tion</i> , etc., vowel omit-		
<i>-burg, -ville, -field, -port,</i>			ted.....	199	26
<i>-ford, -ington, -ingham,</i>			<i>-ward</i> joined.....	230	32
<i>-ton, town</i> , in proper			<i>-worth</i> and <i>-worthy</i>	167	20
names.....	241	35			
<i>-ful, -ify, -self, -selves, -age,</i>					
<i>-ture</i>	170	21			

T

T (*see* Insertion, consonants;
Omission, consonants)

	Par.	Unit		Par.	Unit
<i>Th</i>	2	1	Vowels (<i>Continued</i>)		
as only consonant stroke			marking.....	8	1
or with <i>s</i> only.....	79	9	<i>O</i> group (<i>see also</i> Hooks).....	65	7
expressed by curved <i>t</i>	22	2	omission of (<i>see</i> Omission)		
joined to <i>o</i> , <i>r</i> , <i>l</i>	78	9	<i>OO</i> group (<i>see also</i> Hooks).....	91	10
reversed before straightline			<i>w</i> ,		
in <i>ther</i> , <i>thir</i>	164	20	<i>a</i> before <i>w</i> or <i>h</i>	100	11
- <i>ther</i> expressed by.....	168	20	expressed by <i>oo</i> hook....	97	11
- <i>worth</i> expressed by <i>uth</i>	167	20	<i>sw</i> and a circle.....	99	11
- <i>worthy</i> expressed by <i>thi</i>	167	20	<i>wh</i> , <i>h</i> sounded first in....	98	11
<i>Thousand</i> , expressed by <i>th</i>	204	27	within words.....	99	11
<i>Tr</i> principle.....	209	28	<i>y</i> ,		
			small circle.....	104	12
U			<i>ya</i> , large loop.....	104	12
<i>Us</i>	93	10	<i>ye</i> , small loop.....	104	12
V					
Vowels,			W		
<i>a</i> group.....	7	1	<i>H</i> (<i>see</i> Vowels)		
consecutive, not forming			Weights and measures (<i>see</i>		
diphthongs.....	118	14	Figures)		
diphthongs,			Wordsigns (<i>see</i> Brief forms)		
<i>i</i> ,			Writing motion.....	{ 9 1	
and final <i>ly</i>	116	13		{ 10 1	
expressed by large				{ 34 4	
circle.....	{ 114 13			{ 46 5	
	{ 121 14		Writing practice (<i>see</i> final		
with any following			page of each chapter)		
vowel.....	119	14			
<i>u</i> , <i>ow</i> , <i>oi</i> , <i>i</i>	112	13	Y		
<i>e</i> group.....	7	1	<i>Y</i> (<i>see</i> Vowels)		
<i>ea</i>	120	14		{ 24 2	
<i>ia</i>	120	14	<i>Yours truly</i> , etc.....	{ 44 4	
insertion of (<i>see</i> Insertion				{ 142 17	
of)					

INDEX TO BRIEF FORMS

(Numbers refer to units)

A

a, an, 1
about, 4
above, 8
accept, acceptance, 11
accord, 15
acknowledge, 16
acquaint, acquaintance, 18
across, 14
address, 14
advantage, 14
advertise, 18
after, 4
again, 5
against, 5
agent, 17
agree, 9
all, 3
allow, 16
already, 9
also, 6
altogether, 17
always, 5
am, more, 1
among, 12
an, a, 1
and, end, 2
another, 6
answer, 12
any, 3
appear, 17
appoint, point, 13
approximate, 17
are, our, hour, 1
arrange, arrangement, 14
ask, 9
at, it, 1
attention, 16
aware, where, 3

B

bad, bed, 15
be, by, but, 2
beauty, 17
because, cause, 5
become, book, 8
bed, bad, 15
been, bound, 4
before, 4

beg, big, 6
behind, 13
belief, believe, 7
between, 6
big, beg, 6
bill, built, 12
body, 11
book, become, 8
bound, been, 4
bring, 11
built, bill, 12
business, 5
but, be, by, 2
by, but, be, 2

C

call, 7
can, 1
capital, 8
car, correct, 12
care, 10
carry, 10
catalogue, 18
cause, because, 5
change, which, 4
character, 12
charge, 10
children, 8
clear, 10
collect, 8
come, 3
committee, 9
communicate, communi-
cation, 12
company, keep, 8
complain-t, complete, 9
complete, complain-t, 9
confidence, confident, 15
consider, consideration, 14
copy, 16
correct, car, 12
correspond, correspond-
ence, 15
could, 3
country, 3
course, 7
cover, 15
credit, 17

D

date, did, 3
deal, dear, 8
dear, deal, 8
definite, 17
deliver, delivery, 17
desire, 2
determine, 18
did, date, 3
differ, difference, different,
17
difficult, difficulty, 18
direct, 15
dollar, 14
Dr., during, 7
draft, 16
during, Dr., 7
duty, 11

E

educate, education, 18
effect, 12
effort, 12
either, 8
else, list, 12
employ, 9
enable, 16
enclose, 14
end, and, 2
enough, 10
entire, 16
envelope, nevertheless, 18
especial, expect, 10
ever, 4
every, 4
excel, excellent, excellence,
15
except, 15
expect, especial, 10
experience, 12
explain, 11
express, 9

F

fall, follow, 11
far, favor, 5
favor, far, 5
find, 13

first, 5
 floor, flour, 9
 flour, floor, 9
 follow, fall, 11
 for, 4
 force, 10
 form, from, 4
 friend, friendly, 12
 from, form, 4
 full, 10
 further, 11
 future, 9

G

gave, 6
 general, 7
 gentlemen, 17
 girl, glad, 7
 give, given, 6
 glad, girl, 7
 go, good, 1
 gone, 11
 good, go, 1
 got, 6
 govern, government, 10
 great, 2

H

have, 4
 he, 1
 his, is, 2
 hour, our, are, 1
 house, whose, 11
 how, out, 13
 hundred, 18

I

I, 1
 immediate, immediately, 9
 importance, important, 8
 improve, improvement, 18
 in, not, 1
 inclose, 14
 individual, 16
 industry, 16
 influence, 17
 inquire, 13
 inspect, newspaper, 18
 instance, instant, 17
 insure, insurance, 18
 into, 3
 invoice, 16
 is, his, 2
 it, at, 1

K

keep, company, 8
 kind, 13
 knowledge, 9

L

let, letter, 6
 letter, let, 6
 light, 13
 list, else, 12
 like, 3
 little, 3
 long, 12
 look, 10
 love, 8

M

mail, 14
 market, Mr., 2
 matter, 5
 merchandise, 18
 mile, 13
 mistake, mistaken, 17
 more, am, 1
 morning, 6
 most, 4
 move, 17
 Mr., market, 2
 much, 4
 must, 5
 my, 3

N

name, 6
 nature, 11
 necessary, 8
 never, 4
 nevertheless, envelope, 18
 newspaper, inspect, 18
 next, 6
 night, 13
 not, in, 1
 nothing, 6
 number, 10

O

object, 14
 oblige, 16

occasion, 18
 of, 2
 office, 9
 official, 9
 one, won, 4
 opinion, 8
 opportunity, 14
 order, 7
 organize, organization, 15
 other, 3
 our, are, hour, 1
 out, how, 13
 over, 4

P

part, 5
 particular, 11
 people, 4
 perfect, proof, 15
 person, personal, 15
 please, 14
 pleasure, 18
 point, appoint, 13
 position, 10
 possible, 7
 power, 13
 prepare, 8
 presence, present, 6
 previous, 18
 probable, 15
 problem, 15
 progress, 14
 proof, perfect, 15
 public, publish, 5
 publish, public, 5
 purchase, 10
 purpose, 7
 put, 4

Q

quality, 17
 quantity, 18
 question, 10

R

railway, rule, 17
 rather, 8

real, regard, 8
 receipt, 16
 receive, 7
 recent, 12
 record, 18
 refer, reference, 16
 regard, real, 8
 regret, regular, 15
 regular, regret, 15
 remark, room, 11
 remember, 10
 remit, remittance, 16
 reply, 11
 report, 11
 represent, 9
 require, 13
 respect, respectful, respectfully, 14
 response, responsible, 17
 return, 12
 right, write, 13
 room, remark, 11
 rule, railway, 17

S

satisfactory, satisfy, 15
 satisfy, satisfactory, 15
 says, system, 5
 school, skill, 10
 send, 9
 serious, 15
 several, 7
 shall, ship, 4
 ship, shall, 4
 should, 4
 side, 13
 situation, 7
 skill, school, 10
 small, 7
 some, 5
 soon, 6
 speak, speech, special, 9
 special, speech, speak, 9
 spirit, 17
 stand, 16
 state, 7
 still, 6

stock, 16
 stop, 15
 strange, 14
 strength, strong, 12
 strong, strength, 12
 subject, 8
 success, 15
 such, 5
 sufficient, 18
 suggest, suggestion, 16
 suppose, 11
 sure, 10
 system, says, 5

T

tell, till, 6
 than, then, 2
 thank, 12
 that, 2
 the, 1
 their, there, 1
 them, 2
 then, than, 2
 there, their, 1
 they, 2
 thing, think, 5
 think, thing, 5
 this, 2
 thorough-ly, three, 5
 those, 3
 thousand, 13
 three, thorough-ly, 5
 throughout, 14
 till, tell, 6
 time, 3
 to, too, two, 2
 together, 8
 told, 7
 tomorrow, 17
 too, to, two, 2
 trust, 14
 truth, 3
 two, too, to, 2

U

unable, 16
 under, 5

until, 6
 upon, 7
 use, 13
 usual, wish, 10

V

value, 9
 various, 14
 very, 4

W

want, 7
 was, 2
 weak, week, 9
 week, weak, 9
 well, will, 1
 went, 7
 were, 3
 what, 3
 when, 3
 where, 3
 whether, 11
 which, change, 4
 while, 13
 whose, house, 11
 why, 13
 will, well, 1
 wire, 13
 wish, usual, 10
 with, 2
 without, 2
 woman, 6
 won, one, 4
 wonder, 14
 word, 11
 work, 5
 world, 11
 would, 1
 write, right, 13

Y

yes, 12
 yesterday, 8
 you, your, 2
 young, 12
 your, you, 2

SOME GREGG PUBLICATIONS

Prices subject to change without notice

SHORTHAND (BASIC BOOKS)

Gregg Shorthand Manual. Anniversary edition. 192 pages; cloth.....	1.50
Gregg Speed Studies. Anniversary edition. A combined textbook and dictation course. A companion to the Manual. 328 pages; cloth.....	1.20
Graded Readings in Gregg Shorthand. Anniversary. By Alice M. Hunter. A reading book adapted to early dictation. 120 pages; cloth.....	.75
The Gregg Shorthand Junior Manual. A non-vocational presentation of shorthand. 184 pages; cloth.....	1.50
Junior Readings in Gregg Shorthand. Anniversary edition. A companion to The Gregg Shorthand Junior Manual. 120 pages; cloth.....	.75
Rational Dictation. By McNamara and Markett. Designed to give the student practice in the rapid application of the principles to new and unfamiliar words and phrases. 480 pages; cloth.....	1.40

SHORTHAND (SUPPLEMENTARY)

Gregg Shorthand Dictionary. Anniversary edition. Containing the outlines of nearly 17,000 words. Semi-flexible binding.....	1.50
The Gregg Shorthand Phrase Book. Contains about 3,000 useful phrases. A great aid in attaining speed.....	1.00
Progressive Exercises in Gregg Shorthand. Anniversary edition. Tests students' knowledge of each lesson.....	.50
Word and Sentence Drills in Gregg Shorthand. By Mark I. Markett. Contains list of words, sentences, and letters illustrating the principles set forth in the Anniversary Manual. All in type. 123 pages; cloth.....	.60
Supplementary Exercises in Gregg Shorthand. A collection of words, sentences, letters, tests, and charts in shorthand and type, arranged in accordance with the division of material in the Manual (1916 edition) 62 pages; paper.....	.60
Analytical Lessons in Gregg Shorthand. By Minnie De Motte Frick. 374 pages; cloth.....	2.75
Practical Drills in Shorthand Penmanship. By George S. McClure.....	.16
Most-Used Shorthand Forms. The 1,000 most frequently used words written in Gregg Shorthand, and classified according to the lessons in the Manual (1916 edition). 24 pages; paper.....	.16
Intensive Exercises in Shorthand Vocabulary Building. By Charles Lee Swen. Twenty scientifically constructed dictation exercises employing the 1,000 most-used words. 121 pages; cloth.....	.76
The Raleigh Rainbows. By S. Gertrude Harvey and E. D. Girriore. An interesting story written in Gregg Shorthand. Correlated with the lessons in the Manual (1916 edition). 146 pages; cloth.....	.70

SHORTHAND (FOR THE REPORTER)

Gregg Reporting Shortcuts. By John Robert Gregg. A collection of reporting phrases and shortcuts compiled from the work of expert writers. 248 pages; cloth.....	2.25
The Stenographic Expert (Gregg Edition). By Willard B. Bottomo. Adapted to Gregg Shorthand by John Robert Gregg. 263 pages; cloth.....	2.00
Shorthand Championship Tests. By Walt H. Mechler. Contains material used in all the shorthand speed contests conducted by the National Shorthand Reporters' Association. 309 pages; cloth.....	1.20
Gregg Medical Shorthand Manual for Stenographers, Secretaries and Reporters. By Effie S. Smither. 191 pages; cloth.....	2.00

SHORTHAND (FOREIGN LANGUAGE ADAPTATIONS)

La Sténographie Gregg. (French adaptation of Gregg Shorthand.) By Dr. E. W. Farmer. 100 pages; cloth.....	1.50
Taquigrafía Gregg. (Spanish adaptation of Gregg Shorthand.) 116 pages; cloth.....	1.50
German Adaptation of the Gregg Shorthand Manual. By S. V. Greenberg. 91 pages; cloth.....	1.50
Stenografja Polska. (Polish adaptation of Gregg Shorthand.) By Joseph Widzowski. 167 pages; paper.....	1.00
Tachygraphia Gregg. (Portuguese adaptation of Gregg Shorthand.) By Eugenio Claudio Harter, A.B. 103 pages; paper.....	1.00
Manuale della Stenografia Gregg. (Italian adaptation of Gregg Shorthand.) By Frank Aldworth and Isa Giorgi. 159 pages; paper.....	1.00
Gregg Shorthand Adapted to Esperanto. By Ernest L. Jackson. 26 pages; paper.....	.40

SHORTHAND (FOR THE TEACHER)

Lesson Plans in Gregg Shorthand. (1916 edition). By Lula Westenhaver. 190 pages; cloth.....	Net 1.25
Notes on Lessons in Gregg Shorthand. By William Wheatcroft, London. Observations and explanatory notes on the lessons in the Gregg Shorthand Manual (1916 edition). 85 pages; cloth.....	Net .60
Standards in Elementary Shorthand. By Frances Effinger-Raymond and Elizabeth Starbuck Adams. Deals with standards, tests and methods of teaching Gregg Shorthand. 115 pages; cloth.....	Net .60
The Teaching of Shorthand: Some Suggestions to Young Teachers. By John Robert Gregg. Contains valuable hints on pedagogy and classroom methods. 134 pages; cloth.....	Net .75
The Q's and A's of Shorthand Theory. By John Robert Gregg. The answers to more than 200 actual questions about rules, principles, and outlines. 107 pages; cloth.....	Net .60
The Use of the Blackboard in Teaching Shorthand. By John Robert Gregg. 95 pages; cloth.....	Net .75
The Basic Principles of Gregg Shorthand. By John Robert Gregg. A complete scientific discussion of the fundamental principles of Gregg Shorthand. 240 pages; Fabrikoid binding.....	Net 1.00

SHORTHAND (READING BOOKS—1916 Edition)

Alice in Wonderland. By Lewis Carroll. 154 pages; cloth.....	.75
The Sign of the Four. By Sir A. Conan Doyle. 188 pages; cloth.....	.75
Letters from a Self-Made Merchant to His Son. By George Horace Lorimer. 120 pages; cloth.....	.75
A Christmas Carol. By Charles Dickens.....	.28
The Great Stone Face. By Nathaniel Hawthorne.....	.24
The Legend of Sleepy Hollow. By Washington Irving.....	.32
Rip Van Winkle. By Washington Irving.....	.28
Hamlet. As told by Charles Lamb.....	.20

SECRETARIAL PRACTICE

Secretarial Studies. By Rupert P. SoRelle and John Robert Gregg. Takes the elementary materials of shorthand, typewriting, English, and the collateral technical subjects and welds them into a smooth working equipment. Adapted to both private and public school courses. 402 pages; cloth. Text.....	1.40
Laboratory Materials.....	.60
Intensive Course. Complete with exercises in pad form.....	1.60

ENGLISH AND SPELLING

Applied Business English and Correspondence. By Hubert A. Hagar and Rupert P. SoRelle. Text, \$1.00. Separate Exercises.....	.40
Sixty Units in Business English. By Harold S. Brown. A practical course for short term and evening school classes. 162 pages; cloth....	1.00
Words: Their Spelling, Punctuation, Definition, and Application. Second revised edition. By Rupert P. SoRelle and Charles W. Kitt. 183 pages; cloth.....	.44

TYPEWRITING

The New Rational Typewriting (1927 Edition). By Rupert P. SoRelle. The latest development in the Rational idea of touch typewriting. 156 pages; cloth.....	1.20
The New Rational Typewriting (Intensive Course). An intensive course designed for four months' work when two periods a day are devoted to typewriting. 164 pages; cloth.....	1.20
The New Rational Typewriting (Brief Course). Designed for evening schools and short term courses. 96 pages; cloth.....	1.00
Junior Rational Typewriting . For Junior High School classes. 106 pages; cloth.....	1.00
Typewriting Units . By Elizabeth Starbuck Adams. For non-vocational classes in Junior High Schools. 146 pages; cloth.....	1.00
Rational Typewriting Projects . By Rupert P. SoRelle. One hundred eighty projects for advanced typing classes. 205 pages; cloth.....	1.20
Typewriting Speed Studies . By Adelaide B. Hakes. 64 pages; paper.....	.52
Seven Speed Secrets of Expert Typing . By Smith and Wiese. 57 pages; paper.....	.60
The Typist at Practice . Parts I and II. By Esta Ross Stuart. Each part.....	.80
Learning to Typewrite . By Dr. W. F. Book, Professor of Psychology, Indiana University. Presents the results of a detailed scientific analysis of the processes involved in the learning of typewriting. 463 pages; cloth.....	2.80
The Psychology of Skill . By Dr. W. F. Book. 257 pages; cloth.....	2.00

COMMERCIAL SUBJECTS

Business Organization and Administration . By J. Anton de Haas. 353 pages; cloth.....	1.40
An Introduction to Economics . By Graham A. Laing. 400 pages; cloth.....	1.40
Essentials of Commercial Law . By Wallace H. Whigam. 392 pages; cloth.....	1.40
Walsh's Business Arithmetic . By John H. Walsh. 496 pages; cloth.....	1.40
Rational Arithmetic . By George P. Lord. 263 pages; cloth.....	1.00
Rational Bookkeeping and Accounting . By Belding and Greene. Elementary and Advanced Courses; cloth; each part.....	1.50
Bartholomew's Bookkeeping Exercises . By W. E. Bartholomew. Constructive problems adapted to any text. In two parts, each.....	.72
Applied Business Calculation . By C. E. Birch. 193 pages; paper.....	.40

SALESMANSHIP

Salesmanship and Business Efficiency . By James S. Knox. 406 pages; cloth.....	2.50
Personal Efficiency . Knox. 255 pages; cloth.....	2.00
The Science and Art of Selling . Knox. 380 pages; cloth.....	2.50
Personality: Studies in Personal Development . By Harry Collins Spillman. 206 pages; cloth.....	1.50

MISCELLANEOUS

The Gregg Emblem . The Gregg ovals in blue and white enamel, with gold lettering. Pin or button.....	Net .50
The Gregg Notebook . Specially prepared for Gregg writers. Size, 6x8 $\frac{3}{4}$ inches. Price in quantities quoted on application.	
Gregg Reporter's Notebook	Net .20
Expert Copy Holder . For typewriting manuals.....	1.00
The American Shorthand Teacher . A monthly magazine for teachers. Yearly subscription price.....	1.00
The Gregg Writer . A monthly magazine. Yearly subscription price.....	1.50

THE GREGG PUBLISHING COMPANY

New York Chicago Boston San Francisco Toronto London

MOST-USED PHRASES

r	9	2	p	2	r	2	9	5	r
r	y	2	o	e	r	1	2	o	b
r	u	h	q	r	h	o	c	re	i
r	9	q	r	u	h	d	f	u	r
r	2	e	7	r	re	e	i	e	r
r	o	n	f	c	q	re	r	r	r
h	r	u	r	u	o	d	r	1	q
l	r	r	u	u	9	o	q	q	o
2	o	u	7	2	9	d	o	h	u
o	e	l	r	r	u	u	h	i	7
r	o	o	u	1	c	h	u	u	r
r	l	r	o	1	h	m	o	1	r
h	u	7	7	o	u	7	9	7	r
r	u	h	o	u	h	o	1	7	h

o	f	p	re	d	i	s	i	e
r	e	e	r	re	e	f	b	e
d	r	7	n	9	e	e	r	e
o	r	r	n	re	f	e	9	t
d	r	e	e	re	9	r	n	b
d	i	i	re	e	9	e	b	e
r	r	r	r	b	e	r	e	2
o	re	e	re	r	re	b	f	e
2	r	r	9	e	2	b	d	re
e	o	d	b	re	re	e	o	e
t	r	9	re	o	9	e	2	re
r	r	e	e	9	re	b	f	2
2	re	e	f	e	e	re	e	e
re	re	r	r	r	r	r	9	o
re	e	r	r	re	r	2	e	o

